governmentattic.org
"Rummaging in the government's attic"

| | |
|---|---|
| Description of document: | **Federal Bureau of Investigation (FBI) File Number 66-HQ-2319, "Employee Suggestions File," 1927-1992** |
| Released date: | 08-June-2010 |
| Posted date: | 28-June-2010 |
| Source of document: | Federal Bureau of Investigation<br>Attn: FOI/PA Request<br>Record/Information Dissemination Section<br>170 Marcel Drive<br>Winchester, VA 22602-4843<br>Fax: (540) 868-4995/4996/4997<br>E-mail: foiparequest@ic.fbi.gov |
| Note: | This is a large PDF file (about 63 Megabytes) containing over 1200 pages of material released by the FBI. |

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.

-- Web site design Copyright 2007 governmentattic.org --

U.S. Department of Justice

Federal Bureau of Investigation

*Washington, D.C. 20535*
June 8, 2010

Subject: FILE NUMBER 66-HQ-2319
FOIPA No. 1145479- 000

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Form OPCA-16a:

| Section 552 | | Section 552a |
|---|---|---|
| ☐(b)(1) | ☐(b)(7)(A) | ☐(d)(5) |
| ☒(b)(2) | ☐(b)(7)(B) | ☐(j)(2) |
| ☐(b)(3)_____ | ☒(b)(7)(C) | ☐(k)(1) |
| _____ | ☒(b)(7)(D) | ☐(k)(2) |
| _____ | ☐(b)(7)(E) | ☐(k)(3) |
| _____ | ☐(b)(7)(F) | ☐(k)(4) |
| ☐(b)(4) | ☐(b)(8) | ☐(k)(5) |
| ☐(b)(5) | ☐(b)(9) | ☐(k)(6) |
| ☒(b)(6) | | ☐(k)(7) |

**1,237 pages** were reviewed and **1,235 pages** are being released.

☐ Document(s) were located which originated with, or contained information concerning other Government agency(ies) [OGA]. This information has been:

- ☐ referred to the OGA for review and direct response to you.
- ☐ referred to the OGA for consultation. The FBI will correspond with you regarding this information when the consultation is finished.

☒ You have the right to appeal any denials in this release. Appeals should be directed in writing to the Director, Office of Information Policy, U.S. Department of Justice, 1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001. Your appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Number assigned to your request so that it may be easily identified.

☐ The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown, when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s). If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

☒ See additional information which follows.

Sincerely yours,

David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

Enclosed is an excised copy of FBI Headquarters file 66-HQ-2319 (sections 1-5 and EBF's 140, 174, 178, 185, 186, 190, 198, 280 and 372) which is responsive to your Freedom of Information Act request.

This release is being made available to you on CD at a cost of $15.00. Please remit a check or money order payable to the Federal Bureau of Investigation (FBI) in the amount of $15.00, and mail to the following address: FBI, 170 Marcel Drive, Winchester, VA 22602-4843.

## EXPLANATION OF EXEMPTIONS

### SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

(b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;

(b)(2) related solely to the internal personnel rules and practices of an agency;

(b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute(A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;

(b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;

(b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;

(b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;

(b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information ( A ) could be reasonably be expected to interfere with enforcement proceedings, ( B ) would deprive a person of a right to a fair trial or an impartial adjudication, ( C ) could be reasonably expected to constitute an unwarranted invasion of personal privacy, ( D ) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, ( E ) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or ( F ) could reasonably be expected to endanger the life or physical safety of any individual;

(b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or

(b)(9) geological and geophysical information and data, including maps, concerning wells.

### SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

(d)(5) information compiled in reasonable anticipation of a civil action proceeding;

(j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;

(k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;

(k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;

(k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;

(k)(4) required by statute to be maintained and used solely as statistical records;

(k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;

(k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;

(k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

FBI/DOJ

# FBI FILE:

# "EMPLOYEE SUGGESTIONS FILE"

1145479-000 --- 66-HQ-2319 --- Section 1 (935409)

JEH:MCB

December 3, 1927.

MEMORANDUM FOR M. SEYFARTH.

With reference to my memorandum of November thirtieth, concerning the issuance of Bureau files to Departmental officials, I desire that, in the future when any file is returned by a Departmental official, you arrange to check over the files and ascertain whether any papers are missing from it. If all serials are intact you may then release the receipt, otherwise not.

Furthermore, with reference to the issuance of files to Departmental officials, you are advised that no file should be allowed to remain in the possession of a Departmental official for a period of more than twenty-four hours without having the file recharged. You should not recharge the files unless you have personally seen the files in the possession of the Departmental official.

Very truly yours,

RECORDED

66-2319-2
~~66-818-540~~

Director.

DEC 6 1927
FILE

JEH:MO'B

November 30, 1927.

MEMORANDUM FOR MR. SEYFARTH.

In view of the fact that, in a number of cases in which Bureau files have been sent to Departmental Officials, serials have been removed from these files before being returned to the Bureau, I desire that in the future no file be issued to the Departmental Officials until approval has been specifically given you by either me or the Assistant Director. In the absence of me or the Assistant Director, Miss Gandy will be authorized to approve the request.

It is the practice of the Bureau to send to the Departmental Officials copies of all reports in cases in which they are interested, and, consequently, copies of all reports would be in the Departmental files in matters in which Departmental Officials would have proper interest.

Very truly yours,

Director.

66-2319-1

66 818-638

BUREAU OF INVESTIGATION
DEC 1 1927 A.M.
DEPARTMENT OF JUSTICE
FILE

No. 4

JOHN EDGAR HOOVER
DIRECTOR

# Department of Justice
Bureau of Investigation
Washington, D. C.

December 8, 1927.

MEMORANDUM FOR THE FILES.

I discussed with Assistant Attorney General Marshall, on December 2nd, the matter of the care of the Bureau files advising him of a number of instances in which the files of the Bureau had been sent for by Departmental officials and these files had, in some cases, been sent out of the city without the Bureau's receiving advice thereof, or sections of the files had been removed from the files and not returned to the Bureau. I stated that, in view of the fact that I was responsible for the files of the Bureau, I felt that some Departmental Order should be issued forbidding the removal of any papers from Bureau files and providing that no Bureau file should be sent out of the Department by Departmental officials without first communicating the necessity for the same to the Director of the Bureau.

Mr. Marshall stated that he did not think it was necessary to issue a Departmental order since he felt that I had sufficient authority regarding the Bureau files without resorting to a Departmental order. He stated that he felt that I, as Director of the Bureau, could refuse to issue any file to a Departmental official if such official had given indication of improperly handling the files. I indicated that I would take this action.

Consequently, I have issued the following orders to the head of the File Room. That no Bureau file is to be sent to any Departmental official without first having the file approved by the Director or Assistant Director; that the Director or Assistant Director will issue to Department officials only files on such matters as are assigned to them officially by the Attorney General; that the head of the File Room shall see that no Bureau file remains outstanding more than twenty-four hours without a recharge being made and that before the recharge is made he shall personally see that the file is in the hands of the person requesting the recharge, and that before the return of any receipt to a Departmental official the head of the File Room shall see that the file is intact.

INDEXED

J. Edgar Hoover
Director.

66-2319-3

DEC 9 1927 A.M.

FILES

DEC 9 1927

[redacted]

December 8, 1927.

66-2319

MEMORANDUM FOR MR. LUHRING.*

By reason of the fact that recently a number of the Bureau's files have been lost and in instances papers removed therefrom and not returned to the Bureau, I have found it necessary to instruct the Chief of the Bureau File Room to be particularly careful in safeguarding the Bureau papers which are charged to Departmental officials. Among the instructions which have been issued the Chief of the Bureau File Room is requested to permit no Bureau file to remain out of the Bureau for longer than twenty-four hours without having a recharge filed for the same. It is required that the Chief of the Bureau File Room personally see the file before recharging the same. This makes it possible for us to know the whereabouts of all of our files when not in the Bureau.

You will probably recall that during the course of the investigation by the Senate some years ago, charges were made against the Bureau of Investigation that some of its files had been lost and some of its papers removed. Since I am personally responsible for the files of the Bureau, I am endeavoring to keep a close check on them.

My purpose in addressing this memorandum to you is due to the fact that Bureau file 49-1961, Stephens and Company, was charged to Mr. Ramsey on December 5th, and while it has been possible to obtain a recharge on the file, Mr. Seyfarth, the Chief of the Bureau File Room, has not been able to locate the same and Mr. Ramsey does not know where the file is at this particular time.

I would appreciate it if you could arrange to have the Assistants in your Division advised of the instructions which have been issued by the Bureau so as to facilitate the recharging of the files and at the same time safeguard them from being lost.

Very truly yours,

66-2319-4

Director.

FBI - FILES DIVISION

, 1927

2

BUREAU OF INVESTIGATION
DEC 9 1927
DIVISION 2

MEMORANDUM FOR THE DIRECTOR:

Referring to your memorandum dated December 3rd., with reference to files charged out to Departmental officials.

There were on December 8th., 10 files charged out. Today I obtained a recharge on 7 of them. The 3 files listed below are charged to Mr. Ramsey who informed me he was not going to be annoyed each day with looking for files and he would not give me recharge for same. He also stated he would have to receive orders from his chief before he would take any steps to look for Bureau files:

1--File on Stephens & Co.- File No. 49-1961, charged to Mr. Ramsey on December 6th.

2--File on Annie Garfinkle,- File No. 49-1183, charged to Mr. Ramsey on December 7th.

2--File on Emery Olmstead,- File No. 29-1569, charged to Mr. Ramsey on December 8th.

Respectfully,

C. H. Seyfarth

66-2319

RECORDED

66-2319-5
BUREAU OF INVESTIGATION
DEC 10 1927 P. M.
DEPARTMENT OF JUSTICE
Div. One
Div. Two
FILE

DEC 13 1927

No. 3

JMK:CWJ

66-2319-6

RECORDED

December 15, 1927.

MEMORANDUM FOR MR. KUHNING.

66-2319

I have at hand the memorandum addressed to you by Mr. Ramsey concerning the recent orders issued by me for the proper protection of the Bureau files. It is immaterial to me whether the regulations which I have issued are considered impractical and improvident by Mr. Ramsey. I consider them absolutely essential for the protection of the files of the Bureau.

It has been found that on numerous occasions files of the Bureau charged out to one official have disappeared and when that official has been asked to produce them he has been unable to produce the files with the result that the Bureau is then left in the position of not being able to locate the files. Sometimes they turn up but sometimes they do not.

In this particular case, it was impossible for Mr. Ramsey to state where the file was for several days. It has now been returned to the Bureau File Room.

I discussed this entire situation with Assistant Attorney General Marshall before issuing the rules and regulations which I have issued and Mr. Marshall informed me that I had full authority to refuse to issue a file of the Bureau to any official if that official did not comply with our rules and regulations

I am informed that Mr. Ramsey has today again refused to comply with the request of Mr. Coyfarth for a recharge on some files issued to him, and I have issued the order that no further Bureau files are to be issued to Mr. Ramsey until he complies with the rules and regulations of the Bureau regarding the proper protection of its files.

Very truly yours,

Director.

From

# Assistant Attorney General Luhring

to

Official indicated below by check mark

| | |
|---|---|
| Attorney General | |
| Solicitor General | |
| Assistant to Attorney General | |
| Assistant Attorney General Galloway | |
| Assistant Attorney General Marshall | |
| Assistant Attorney General Willebrandt | |
| Assistant Attorney General Farnum | |
| Assistant Attorney General Parmenter | |
| Director, Bureau of Investigation | ✓ |
| Superintendent of Prisons | |
| Mr. Pagan | |
| Mr. Finch | |
| Mr. Baldwin | |
| Mr. Sornborger | |
| Mr. Robb | |
| Mr. Ridgely | |
| Mr. Parrish | |
| Mr. Wixson | |
| Mr. Fisher | |
| Mr. Ramsey | |
| Mrs. Gilbert | |
| Mr. Chase | |

Memorandum

RECORDED

66-2319-6

BUREAU

DEC 16 1927

DEPARTMENT OF JUSTICE

Div. [illegible]

Div. Two

FILE

DEC 17 1927

U. S. GOVERNMENT PRINTING OFFICE: 1927 J64261

ORL

66-2319-6

WHR:o's

December 14, 1927.

MEMORANDUM FOR ASSISTANT ATTORNEY GENERAL LUHRING:

I have, by reference, a memorandum of the 8th instant addressed to you by Mr. Hoover, Director of the Bureau of Investigation, setting forth the instructions issued by him in order to keep track of the Bureau files, and reporting the seeming loss of one filed charged to me.

The file referred to as charged to me left my room several days ago, and is probably back in the Bureau files before this time. It went out in the regular course of business.

As to the measures taken by Mr. Hoover to keep track of his files, I heartily approve his earnest purpose in that direction and shall be glad to cooperate in any practicable plan.

I consider his present plan, however, by which he pnnposes that the Chief of the File Room, Mr. Seyfarth, shall see every day every file drawn out by officers and employes of the Department, is to my mind impracticable and improvident, and I have refused to have my time taken up in that way. Such files often necessarily accompany the letters and memorandums for the preparation of which they are needed, and so are sent to Mr. Ridgely, to you, and to the Solicitor General, and sometimes to the Attorney General, and to other officers of the Department. At any desk

66-2319-6

where sent other matters may be pressing and my matter may lie for several days or a week before it can be reached. It is impracticable to remember at any moment just where each one of those files may be, and an improvident use of time to hunt them up every day.

When I have finished with the files I return them to the Bureau, except where they are returned to the Bureau by some other official to whom I send them. If Mr. Hoover will give me a memorandum of any Bureau files which has been charged to me and is now lost, I will make every effort to locate it.

W. H. Ramsey.

JEH:MO'B

~~66-818~~
66-2319-7

JAN 1928

RECORDED

66-2319

January 16, 1928.

MEMORANDUM FOR MR. BUREAU.

I have at hand your memorandum of the 16th instant, relative to the papers which have been forwarded to you from time to time by Mr. Ramsey and which you have held. In speaking with Mr. Nathan concerning this matter, I am informed that it was never his intention that you should retain any correspondence sent to you by Mr. Ramsey, but that he merely referred to the file slips sent you.

Under no condition should you accept or retain any correspondence which is sent to you accompanying any file from any Departmental official. It should be returned to the Departmental official and if he does not accept the same it should then be sent to the Assistant Attorney General in Charge of the Division or to the Department File Room.

Very truly yours,

Director.

BUREAU FILES DIVISION
MAILED
JAN 16 1928
P.M.
DEPT. OF JUSTICE

January 16, 1928

MEMORANDUM FOR THE DIRECTOR:

With reference to your instructions in connection with issuing Bureau files to Departmental Officials, I wish to say:

Mr. Ramsey has been sending correspondence with charge slip attached thereto requesting our files pertaining to same. I have returned these letters to him stating that inasmuch as he will not conform with Bureau regulations I cannot issue files to him. He refused to take them back and sent them back to me by messenger who stated that Mr. Ramsey said we should keep them until we let him have our files. I spoke to Mr. Nathan with reference to this matter and he advised me that I could do nothing until I received further instructions from you.

I am attaching hereto the papers referred to.

Respectfully,

C. H. Seyfarth

RECORDED

66-2319-7

~~66-818~~

BUREAU OF INVESTIGATION

JAN 17 1928 A. M.

DEPARTMENT OF JUSTICE

JAN17 1928

Div. One | FILE

1-16-28

May 3, 1928

2

MEMORANDUM FOR THE DIRECTOR:
(Attention Mr. Nathan)

DIVISION 2 INVESTIGATION MAY 4 '28

For your information on April 19th five files relating to one W. C. Scheide were charged out to Mr. Marcum, Room 622.

I was able to get recharges on these files for several days, but for the past four days I have not been able to get into Mr. Marcum's room, the same being locked.

Respectfully,

C. H. Seyfarth

66-2319

MAY 5 1928

66-2319-8
BUREAU OF INVESTIGATION
MAY 4 1928 P. M.
DEPARTMENT OF JUSTICE
Div. Two | FILE

RECORDED & INDEXED

NO. 1.

June 5, 1928

L2

MEMORANDUM FOR THE DIRECTOR:

(Attention Mr. Nathan)

66-2319

I wish to say that on April 19th., five files relating to one W. C. Scheide were charged out to Mr. Marcum, Room 622.

Mr. Marcum apparently has never looked at the above files as each day when getting my recharges I noticed the files resting in the same place where he first placed them on April 19th.

The above for your information.

Respectfully,

C. F. Seyfarth

JUN 9 1928 RECORDED

66-2319-9
BUREAU OF INVESTIGATION
JUN 9 1928 A. M.
DEPARTMENT OF JUSTICE
Div. Two
FILE

0.2

VWH:AM
62-12752

March 19, 1929.

MEMORANDUM FOR THE FILES

Bureau File No. 62-12752 was charged out to Mrs. Willebrandt on June 21, 1928. Subsequently, when the Bureau had occasion to use this file, it could not be located in Mrs. Willebrandt's Division although every effort was made to locate the same. On March 16th, 1929, Mr. McGilchrist of Mrs. Willebrandt's Division, returned this file to the writer stating that it had been returned to him that day from Mr. Sornberger and that he did not know how it originally came into the possession of Mr. Sornberger. The memorandum from Mr. Sornberger to Mr. McGilchrist is attached hereto.

Respectfully,

62-12752

BUREAU FILES DIVISION
MAILED
MAR 19 1929
P. M.
DEPT. OF JUSTICE

(D)

66-2319

JOHN EDGAR HOOVER
DIRECTOR

# Department of Justice
Bureau of Investigation
Washington, D. C.

August 22, 1929

MEMORANDUM FOR THE DIRECTOR.

5-6-86

This is to advise you that on August 21st. Bureau File #56-86, which pertains to election frauds in Hidalgo County, Texas, was charged to Mr. Fisher in Mr. Luhring's division.

Today when I went to see Mr. Fisher with reference to getting a re-charge he informed me that he turned the file over to Mr. Horwitz, who I understand works on the eighth floor, and handles election fraud matters for the Department. Mr. Fisher also stated that he had asked Mr. Horwitz to be sure to return the file to him as he was held responsible for it. I then went to see Mr. Horwitz in order to locate the file and get a re-charge but was informed by Mrs. Smith, in the Prohibition division, that Mr. Horwitz was out of the city and she thought that the file I was looking for was locked up in his desk.

This is for your information.

Respectfully,

C. H. Leyfourth

66-2319-10
56-86-14

RECORDED

AUG 24 1929

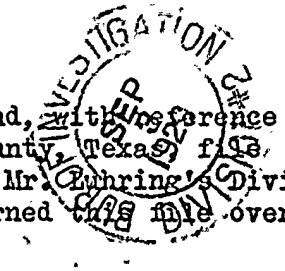
BUREAU OF INVESTIGATION
AUG 24 1929 A. M.
DEPARTMENT OF JUSTICE
Div. Two Div. Three | FILE

AUG 22 1929

September 3, 1929.

MEMORANDUM FOR THE DIRECTOR.

Attention Mr. Nathan.



Referring to my memorandum of August 22nd, with reference to the file on Election Frauds, at Hidalgo County, Texas, file No. 56-86, which was charged to Mr. Fisher in Mr. Luhring's Division. You will recall that Mr. Fisher had turned this file over to Mr. Horwitz.

I wish to say that this file was returned to me personally by Mr. Fisher and before releasing the charge I had the file checked over carefully to see if all papers were intact. Finding it O.K. the file was then put in its proper place in the files.

This for your information.

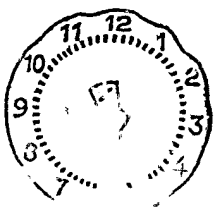
Respectfully,

C. H. Seyfarth

Div.

RECORDED

SEP 3, 1929



SEP 3 1929

66-2319

66-2319-11
BUREAU OF INVESTIGATION
SEP 3 1929 P. M.
DEPARTMENT OF JUSTICE
Div. Two | FILE

June 21, 1930.

MEMORANDUM FOR THE DIRECTOR.

BUR. OF INVESTIGATION JUN 23 1930 DIV. TWO

This is to advise you that on June 12th Bureau File No. 62-23285, sections 1 and 2, pertaining to the case of F. W. GRIFFITH and F. E. BONNER of the Federal Power Commission was charged to Mr. Luhring.

Today when I went to see Mrs. Gilbert, Mr. Luhring's secretary, with reference to getting a recharge, she informed me that this file had been transmitted to the Senate.

The above for your information.

Respectfully,

C. F. Seyfarth.

Div. One

JUN 12 1930

RECORDED

JUN 24 1930

66-2319-12
BUREAU OF INVESTIGATION
JUN 24 1930 P. M.
DEPARTMENT OF JUSTICE
Div. Two | FILE

66-2319

CT:ACS
66-2319-13 November 7, 1930.

MEMORANDUM FOR ASSISTANT ATTORNEY GENERAL HUGG.

NOV 7 1930

In connection with the case of the American Transatlantic Company vs. United States, Cong. #17633, there was forwarded to you on October 29, 1930, Bureau of Investigation file on Richard G. Wagner, Bureau file 62-6933.

Yesterday, a request was made of your office for a re-charge on this file and Mr. Scott of your Division declined to sign this re-charge slip, stating that he would probably keep this Bureau file for several months and that if the Bureau of Investigation desired the return of the file, the same would be returned and a letter written to the Attorney General asking for the file.

It has been the practice of the Bureau of Investigation for several years not to allow an official file to remain in the possession of a Departmental Official for a period of more than 24 hours without having the file re-charged. This procedure is necessary because of the current nature of Bureau files and the procedure has been approved by the Department. In view of the fact that a number of Bureau files have been lost and, in some instances, papers removed therefrom and not returned to the Bureau, it has been found necessary to be particularly careful in safeguarding the Bureau papers which are charged to Departmental Officials. I am, of course, personally responsible for files thus issued and every endeavor is made to keep a close check on such official papers.

In view of the foregoing, I am sure that you will appreciate the desirability of the Bureau's procedure in connection with the handling of Bureau files. Unless Mr. Scott is willing to comply with the rules and regulations of the Bureau regarding the proper protection of its files, it is requested that the file in question be returned to the Bureau at once.

Very truly yours,

Director.

66-2319-

13

JOHN EDGAR HOOVER
DIRECTOR
RECEIVED
NOV 6 1930 P.M.

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

November 6, 1930.

MEMORANDUM FOR THE DIRECTOR.

(Attention Mr. Tolson)

This is to advise you that on October 30th, the Bureau File on RICHARD G. WAGNER, "File No. 62-6938" was charged to Assistant Attorney General Rugg.

Today, when a re-charge was asked for on this file, Mr. Scott in Mr. Rugg's division refused to sign re-charge slip, stating that he would probably keep the file for five or six months, and it was no use coming over to the Denrike Building every day for a re-charge on this file.

Mr. Scott was told that this was a Bureau of Investigation rule, i.e. getting a re-charge every twenty-four hours on a Bureau of Investigation file that is charged to a Departmental official. Mr. Scott then stated that if Mr. Hoover wanted the file back, he would return it and write a letter to the Attorney General asking for the file.

The above for your information.

Respectfully,

C. F. SEYFARTH.

66-2319-13
BUREAU OF INVESTIGATION
NOV 7 1930 A. M.
JUSTICE
Tolson | FILE
RECORDED
NOV 7 1930

Memo Asst Atty Gen Rugg 11-7-30

He will either comply with Bureau requirements or he can't have the file. The rule of which he complains was approved by the Dept before it was promulgated. 11/6/30 D. C. H.

See memo 3 66-2319

NOV 6 1930

COPIES DESTROYED
270 JAN 14 1965

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

November 11, 1930.

RECEIVED
INVESTIGATION DEPT.
NATHAN
NOV 12 1930 AM

RECEIVED
INVESTIGATION DEPT.
TOLSON
NOV 12 1930 PM

MEMORANDUM FOR THE DIRECTOR.

The file of Richard G. Wagner, 62-6938, which was the subject of a recent communication addressed to Assistant Attorney General Rugg, Mr. Scott of Mr. Rugg's office having refused to fill out a re-charge slip for the same, was delivered to my office this afternoon by messenger.

Respectfully,

Clyde A. Tolson.

RECORDED & INDEXED

NOV 13 1930

66-2319-14
BUREAU ... ATION
NOV 12 ... P. M.
DEPT. OF JUSTICE
Dir. Off. | Nathan | Tolson | Div. Three | File

RECEIVED
BUREAU OF INVESTIGATION DEPT. OF JUSTICE
DIV. 3
NOV 13 1930 AM

Div. 3
NOV 12 1930

Until this attorney is willing to comply with the rules governing our files he is not to be given any more files.

11/12/30 J. E. H.

66-2319

Sec 62-6938

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

December 12, 1930

RECEIVED
DEC 16 1930 AM

MEMORANDUM FOR THE DIRECTOR.

Please permit me to call your attention to my memorandum under date of June 21, 1930 in which I advised you that the Bureau file No. 62-23285, sections one and two pertaining to the case of F. W. GRIFFITH and F. E. BONNER of the Federal Power Commission, was charged to Mr. Luhring, and also stating that Mrs. Gilbert, Mr. Luhring's secretary, informed me that this file had been transmitted to the Senate.

I have noted from the papers pertaining to this file a resolution by the Senate Interstate Commerce Committee asking the Attorney General for all papers in this case. It is also stated in a newspaper clipping that the matter would not be handled until December. However, to date this file has not been returned to the Bureau.

The above for your information.

Respectfully,

C. F. SEYFARTH.

RECEIVED
DEC 16 1930 PM

COPY FILED IN

DEC 12 1930

RECORDED
DEC 20 1930

66-2319-15
DEC 20 1930 A M

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

December 19, 1930.

MEMORANDUM FOR THE DIRECTOR:

66-2319

Reference is made to the memorandum directed to you under date of December 12, 1930, by Mr. Seyfarth, relative to Bureau file #62-23285, pertaining to the case of F. W. GRIFFITH and F. E. BONNER of the Federal Power Commission, this file having been charged to Mr. Luhring, when he was Assistant Attorney General and was subsequently forwarded to the Secretary of the United States Senate.

Yesterday morning, I conferred with Mr. Ridgely of the Criminal Division concerning this file and he advised me that the file has not been received from the Senate and in his opinion no action should be taken at this time with a view to effecting the return of the file; further, that the matter, he believed, should remain in status quo.

Respectfully,

T. F. Baughman.

Div. One

DEC 19 1930

RECORDED

DEC 20 1930

66-2319-15

DEC 20 1930 A M.

Nathan | FILE

I would
mse
fls
Hmy

CT:ACS

March 9, 1931.

MEMORANDUM FOR MR. SEYFARTH. 66-2319

Reference is made to the location of a charge-out slip for Bureau file 62-360 which indicated that the file was charged to Mr. Rooney on June 28, 1922, and that a new file was started in the Bureau on the same case subsequently starting with serial #4, although three serials of the file were contained in the folder charged out to Mr. Rooney.

I am desirous of having a complete check made of all Bureau files dated prior to the initiation of the present system of checking charge-outs in order that it may be ascertained whether any other files are in the possession of Departmental officials which should have been returned to the Bureau. I am informed by Mr. Tolson that this work can be completed by one clerk in a period of approximately one day.

Please have this check made immediately and advise me by memorandum as to the results thereof.

Very truly yours,

Director.

RECORDED 66-2319-16

MAR 10

BUREAU FILES DIVISION
MAILED
MAR 9 1931
P. M.
DEPT. OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR

CFS:RG

Mr. Nathan.....
Mr. Tolson.....
Mr. Edwards.....
Mr. Clegg.....
.....

# U. S. Bureau of Investigation

Department of Justice

Washington, D. C.

March 29, 1933.

MEMORANDUM FOR THE DIRECTOR

The following is written for your information:

This morning I received a request for Bureau file #49-5819 from Mr. Appel. The file was charged to Mr. Ramsey on March 28. I asked Mr. Medler to get the file from Mr. Ramsey, telling Mr. Ramsey that Mr. Appel needed this particular file special. Mr. Ramsey informed Mr. Medler that if he had the file he did not see it, and made no effort to locate it. He also told Mr. Medler to leave the charge slip from Mr. Appel for the file on his desk, so when he was through with it he would send the file to Mr. Appel. I immediately telephoned Mr. Appel, telling him what Mr. Ramsey had said. Mr. Appel again requested me to make an effort to get the file. I then went to Mr. Ramsey's office and found that he was out. I asked his stenographer if she had seen the file, and she told me that she had it on her desk, and that she would give it to me in just a moment. The file was delivered to me, and I gave it to Mr. Appel. About five minutes later Mr. Ramsey telephoned me, telling me that he needed this file again and to return it to him; that he would send it back to me when he was through with it. I again saw Mr. Appel, asking him for the file and telling him what Mr. Ramsey had said. Mr. Appel said that he needed the file and that he would return it when he was through with it.

RECORDED

Respectfully,

C. F. Seyfarth

C. F. Seyfarth.

66-2319-17

BUREAU OF INVESTIGATION

APR 1 1933 A.M.

DEPARTMENT OF JUSTICE

NATHAN Div. Four | FILE

I am not desirous of having such controversies arise. It sounds like a lot of childish bickering.

3/29/33 J. E. H.

COPIES DESTROYED
270 JAN 14 1965

66-2319

CT:ACS

MARCH 12, 1934.

MEMORANDUM FOR MR. NATHAN
CLEGG
TOLSON
QUINN
SEYFARTH
MURPHY

Effective immediately, requests from Departmental officials for Division files will be passed upon by Mr. Quinn and approved by him before such files are furnished to officials of the Department. In the absence of Mr. Quinn, these requests should be sent to Mr. Tolson for action.

Very truly yours,

J. Edgar Hoover

Director.

RECORDED & INDEXED

66-2319-18

13 1934

JUSTICE

FILE

JOHN EDGAR HOOVER
DIRECTOR

# Division of Investigation
U. S. Department of Justice
Washington, D. C.

TNS:CSH

March 15, 1934

MR. NATHAN
MR. TOLSON
MR. CLEGG
MR. COWLEY
MR. EDWARDS
MR. EGAN
MR. QUINN
MR. LESTER
MR. LOCKE
MR. RORER

MEMORANDUM FOR THE DIRECTOR

memos-messrs. Tolson, Clegg & Quinn 3-15-34 Dept

This morning Mr. Cowley requested that I confer with Mr. Fisher of the Criminal Division relative to certain information in our files regarding Factor's extradition, which was desired by the State Department. Mr. Cowley desired that I ascertain from Mr. Fisher just exactly what information was desired.

Mr. Fisher advised me that Mr. Keenan had seen an unsigned memorandum in the Division's file on the Factor kidnaping case, which contained information regarding a civil suit brought against Factor by people in England who have been swindled by him; also information indicating that the kidnaping was a frame-up by Factor to prevent his being returned to England. Mr. Fisher stated that the State Department desired to see this unsigned memorandum and that representatives from that Department were coming over at 10 A.M.; that he saw no objection to giving them the information, in view of their interest in Factor and the cooperation extended by them in allowing Factor to remain in this country until the conclusion of the Factor kidnaping case; that he was sure that they would treat the information confidentially and that it was his, Fisher's, understanding that they did not desire it for transmittal to the British authorities, but merely to be informed concerning this matter. Mr. Fisher stated further that the State Department had made inquiry regarding this matter some time ago and that he had dismissed the matter, thinking that that Department would forget it; however, that they are now insistent and Mr. Fisher advised them that they could come over and review the files in an effort to locate the unsigned memorandum.

I explained to Mr. Fisher the difficulty that we would experience in trying to locate this memorandum in our voluminous files in view of the meager information with which to identify it; however, that I would immediately begin a search for it.

RECORDED

I advised Mr. Cowley of this and then undertook a search of the Division files in the Factor kidnaping case (7486) and the Factor extradition case (62-25202).

66-2319-19
INDEXED
MAR 17 1934 A.M.
U. S. DEPARTMENT OF JUSTICE
DIRECTOR | FILE

MAR 17 1934

COPIES DESTROYED
270 JAN 14 1965

At about 10:30 Mr. Fisher called me and inquired concerning my success, and I advised him that I had been unable to locate the unsigned memorandum, but I had not completed my search which would require some time.

I then conferred with Mr. Quinn, who suggested that I again contact Mr. Fisher personally, explain to him the difficulty in locating the memorandum, and suggest that arrangements be made to contact the State Department after the search had been completed.

I called Mr. Quinn's attention to a memorandum of a telephone call from Special Agent in Charge Purvis at Chicago, in which it was stated that rumors were afloat that Factor had not been kidnaped, but was using this as a stall to prevent his return to England. Mr. Quinn suggested that this be shown to Mr. Fisher.

I again contacted Mr. Fisher, who introduced me to Mr. Baker of the State Department. I explained to him that it would require considerable time to complete the search and suggested that the Division later communicate with Mr. Baker. At the same time I called his attention to the only unsigned memorandum referring to the angle of a possible frame-up which I had been able to find. Mr. Fisher read this memorandum to Mr. Baker, who advised that this was not the information they had in mind. I then suggested to Mr. Baker that if he could furnish us any additional information as to what was contained in the unsigned memorandum or any names that might appear therein, it might facilitate the search.

Mr. Baker then explained that Factor's attorneys in the extradition proceedings had filed a brief with the State Department, in which they alleged that the real motive behind England's seeking Factor's return was not for prosecution on the offense with which he was charged, but in order that Factor could be made to disclose the whereabouts of the money which he had fraudulently obtained; that the unsigned memorandum might be of no value to the State Department; however, that they merely desired to see it in order that they could advise the persons interested in it that they had seen it. Mr. Baker stated that he would return to Mr. Fisher's office the following day, March 16, 1934, at about 10 A.M. While Mr. Baker could furnish no additional information as to what was contained in the memorandum, he suggested that reference might be made to the name of Overmyer.

After Mr. Baker's departure Mr. Fisher stated that he had not heard of this prior to that time; however, that it seems now that Senator Copeland, by reason of his connection with the Crime Legislative Committee, had obtained the information from Mr. Keenan that such a memorandum was in the Division's files; that he was sure that Mr. Baker desired no other information from our files than merely to see this letter or unsigned memorandum in order that the State Department could so advise those interested (this would indicate that the State Department desires to furnish the information to Senator Copeland).

I advised Mr. Fisher that the search would be continued in an effort to locate the desired correspondence.

Respectfully,

T N Stapleton

T. N. Stapleton.

JOHN EDGAR HOOVER
DIRECTOR

# Division of Investigation
U. S. Department of Justice
Washington, D. C.

TNS:CJ

March 19, 1934.

MEMORANDUM FOR THE DIRECTOR.

Supplementing my memoranda of March 15, 1934, with reference to the unsigned memorandum which was seen in the Factor kidnaping file by Mr. Keenan and which was desired by representatives of the State Department, I advised Mr. Fisher on the morning of March 16, 1934, that I had made a thorough search of the Factor kidnaping file and the Factor extradition file without locating the unsigned memorandum and suggested that Mr. Fisher call the representatives of the State Department in order to save them a trip over to the Department, which had been planned for later in the morning.

Mr. Fisher stated that he would confer with Mr. Keenan and advise the State Department that the memorandum could not be located. To date I have heard nothing further from Mr. Fisher.

Respectfully,

T. N. Stapleton.

T. N. Stapleton.

RECORDED COPY FILED IN

RECORDED

MAR 28 1934

66-2319-20
DIVISION OF INVESTIGATION
MAR 26 1934 A.M.
U. S. DEPARTMENT OF JUSTICE
FBI
FILE

MAR 17 1934

March 15, 1934.

MEMORANDUM FOR MR. TOLSON
MR. CLEGG
MR. QUINN

66-2317-19

In regard to the attached memorandum from Mr. Stapleton dated March 15, 1934, concerning the request of Mr. Fisher for files of the Division in the Factor case, I want to take this occasion to approve the action which was taken in this matter. No files of this Division are to be made available to any Departmental official without my specific authorization. Of course, there is to be an exception in this matter in regard to the Attorney General and Mr. Stanley, the Assistant to the Attorney General. This same question has been raised from time to time in years past, and if my recollection serves me correctly, Assistant Attorney General Marshall some years ago authorized me to decline to furnish the Division files to Departmental officials. The reason for this action was due to the fact that many of our files had been lost; portions of them had been sent to the Capital without our knowledge; and information contained in our files concerning confidential informants and other very confidential matters had gotten out in some manner. Therefore, the position which the Division has always taken since that time has been that the files were not to be made generally available, but if the Departmental official will indicate what particular thing he is looking for, the Division will make the search of its files and ascertain whether such information is in fact in the files. Most certainly none of our files or papers are to be made available for examination in bulk to any other Governmental representative. In line with this particular matter, it will be recalled that some years ago a request was made by the Mixed Claims Commission, and this Division was directed to make available its war files to representatives of that Commission and to attorneys appearing before that Commission. Since that time we have ascertained that many of the very important and in some instances original documents of considerable investigative and historical value have disappeared from our files. While, of course, I cannot say that they were removed from our files by the representatives of the Mixed Claims Commission or by the attorneys appearing before that Commission, yet it is significant that these papers disappeared, and that their disappearance was determined after this examination of the files by these outside parties.

Consequently, no files of this Division are to be made generally available, particularly in the kidnaping and other criminal cases involving the use by the Division of confidential informants, for I consider that it is our personal responsibility to protect and safeguard this confidential information and the integrity of our files.

Of course, in cases where files are requested concerning certain matters such as may pertain to War Risk Insurance Litigation and other general investigative matters, decision will be made upon each of these cases upon its own merits, and as previously ordered, all such cases will be referred to Mr. Quinn, and in his absence to Mr. Tolson for action.

FILES SECTION
MAILED
☆ MAR 16 1934 ☆
DIVISION OF INVESTIGATION,
DEPARTMENT OF JUSTICE

Very truly yours,

Director.

Incl.

COPIES DESTROYED
270 JAN 14 1965

66-2317

TNS:CEH

May 15, 1934

MEMORANDUM FOR MR. COWLEY

Reference is made to your oral request of May 10, 1934 that I confer with Mr. Carusi in his office concerning the activities of Heinz Spanknoebel and exhibit to Mr. Carusi summary memoranda in the Division file 62-26760 relating to Spanknoebel. Upon arriving at Mr. Carusi's office I pointed out to him the summary memoranda in the file, which consists of two sections, after which he requested me to leave the file with him, which was done. Mr. Carusi asked me if the file contained information other than that concerning Spanknoebel and I advised him that it did. He then asked if there was anything in it other than Nazi matters, and I advised him that the file contained general information on Nazi and Communist propaganda.

Yesterday, May 14, 1934, I contacted Mr. Carusi in his office for the purpose of obtaining the file, advising him that the Division had occasion to refer to it. Mr. Carusi then advised that the file had been sent to Congressmen McCormack at the House of Representatives, who was the head of a committee inquiring into Nazi activities, and that the file had not been returned. I then asked Mr. Carusi if both sections of the file had been sent or parts thereof, and he stated that the entire file had been sent and that Mr. Hoover knew about it. Not being familiar with the arrangements, if any, which had been made by the Division and Mr. Carusi, I wanted to make sure that I understood Mr. Carusi and I asked him again if Mr. Hoover knew that the file was to be sent outside of the Department, and he stated that Mr. Hoover did, as he had called Mr. Hoover and told him what he wanted the file for, to which Mr. Hoover had agreed.

After conferring with you, I contacted Congressman McCormack this morning in his office for the purpose of obtaining the file and explained to him that the Division file which had been given to him by Mr. Carusi was an active file and that the Division had occasion to refer to it and would like its return. I explained to Congressman McCormack that there were certain leads in the file which were then being investigated by the Division, and that it was necessary to furnish other field offices, which did not have copies of the reports in the file, the information therein in order that they could be fully informed. Congressman McCormack advised me that the file had not been out of his possession and that he had not had an opportunity to review it thoroughly, particularly the second section, but that he had noted that there was some information therein ~~which would be very~~

ORIGINAL FILED IN 62-26760-21

RECORDED & INDEXED

MAY 22 1934

62-2319-21

valuable to his committee. However, that the committee had much more information concerning Nazi activities than the Division, which he explained was necessarily so in that the committee had made it a point to collect this information, while he fully realized that the Division had been handicapped in that the Nazi matters did not come within its investigative jurisdiction. Congressman McCormack stated that he had conferred with the Director in this connection and could appreciate the position of the Division.

Congressman McCormack turned the file over to me and stated that he would like to obtain at an early date, and not later than tonight, if practicable, copies of the reports in the file, which could be used by the committee. I then explained to Congressman McCormack that it would be impracticable to return the Division file to him in that it would have to be referred to practically every day. However, that it might be possible to arrange for copies to be furnished him, such as was done in connection with the shipping board investigation.

Congressman McCormack asked me just what investigation the Division was making concerning Nazi activities and related matters, and I advised him that I was not fully informed; that such investigations were made as requested by the Attorney General. However, that I knew we were still making active efforts to cause the apprehension of Heinz Spanknoebel. Congressman McCormack stated that he was going to confer with the Attorney General and the Director to ascertain what was being done in this connection and that he thought the committee should submit a summary of its information to the Division in order that a duplication of work would not be performed.

Respectfully,

T. H. Stapleton.

# Division of Investigation
U.S. Department of Justice
Washington, D.C.

EAT-eg September 7, 1934.

MEMORANDUM FOR MR.

| | | |
|---|---|---|
| HOOVER | GLAVIN | NEWBY |
| NATHAN | HAIR | QUINN |
| TOLSON | HARBO | RENNEBERGER |
| EDWARDS | HINCE | RICHMOND |
| CLEGG | JOSEPH | SCHILDER |
| APPEL | KENNEDY | SEYFARTH |
| BAUGHMAN | LESTER | SMITH |
| BILLINGS | LISTERMAN | TAMM |
| COFFEY | LOTT | TRACY |
| COWLEY | LOWDON | WARNES |
| DEADERICK | McGARRAGHY | MAIL CLERK |
| EGAN | McKEE | |

Effective immediately I desire that no requests for information contained in the Division's files and received from Departmental employees should be honored unless they originate with the Assistant Attorney General in charge of a particular Division or the Acting Assistant Attorney General in charge of that Division in the absence of the Assistant Attorney General in charge.

Requests for information contained in the Division's files made by representatives of the Parole Board should come from the Chairman or the Acting Chairman of the Parole Board.

Requests for information from the Bureau of Prisons will be honored only when made by or through Mr. Bates or Mr. Bennett.

In the event any employee of the Department other than those enumerated above requests information concerning the contents of a Division file, he should be advised that this information will be furnished, if available, upon the request of the Chief of his particular Division.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover,
Director.

RECORDED
&
INDEXED

66-2319-22

SEP 10 1934

FBI

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D.C. AH:PE

May
16
1935

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Scheidt
Mr. Schilder
Mr. Smith
Mr. Tamm
Mr. Tracy
Miss Gandy

MEMORANDUM FOR MR. HOOVER

There is hereby referred to you for such action as you deem proper a memorandum dated May 15th, from the Criminal Division in which the latter asks for more expeditious handling of requests for files from your Bureau. I can readily conceive that if an attorney or other caller comes in for a conference relative to a case, it is essential for the attorney who is handling the conference to get the file promptly. On the other hand, I also realize that the nature of your files is such that it is not desirable to hand them out to any attorney in the building for the mere asking without a check on the requests. Possibly the suggestion of the Criminal Division that it will supply you with a list of attorneys in its Division who are authorized to request files pertaining to cases handled by the Criminal Divi-

RECORDED 66-2319-23
FED. BUREAU OF INVESTIGATION
MAY 29 1935 ..M.
DEPT. OF JUSTICE

NATHAN
TOLSON
CHF CLK
TAMM
HOUR

FILE

COPIES DESTROYED
70 JAN 14 1965

MAY 29 1935

sion would help expedite the handling of such requests. Possibly you might also find it desirable to designate more than one person to pass on such requests, so that if one happens to be in conference, someone else will be available, and instructions might be given to those of your subordinates who are clothed with such authority to pass on them quickly.

I am making the foregoing tentative suggestions purely for your consideration.

Alexander Holtzoff

Alexander Holtzoff.

C
O
P
Y

FMP-muh

JBK

DEPARTMENT OF JUSTICE
Washington, D. C.

May 15th., 1935.

MEMORANDUM FOR MR. HOLTZOFF

With reference to our recent conversation concerning the furnishing of Bureau of Investigation reports to this Division in cases under our supervision and the furnishing of dismissal letters to the Bureau in cases in which the Bureau has original investigative jurisdiction, I desire to bring to your attention another matter which I believe is deserving of consideration. I refer to requests for Bureau files made by attorneys of this Division.

In the past we have experienced some difficulty in procuring promptly such files. The delay seems to occur in having some responsible Bureau official authorize the sending of the file to the attorney in this Division who requests it. If such official is engaged in conference, as is frequently the case, of course, we may not get the file for some hours, or even days.

Frequently attorneys and others are referred to this Division by the Attorney General's office or Mr. Stanley's office with respect to cases which the Bureau has investigated. In some of such cases the Department files do not contain the Bureau reports, or if they do contain some reports, do not contain the latest one, or show whether the investigation is finally concluded. It is necessary, therefore, for us frequently to draw Bureau files in order to transact the public business in this Division with efficiency.

I am wondering whether some system can be devised by which we can procure such files quickly. If the Bureau desires, we will be glad to furnish a list of attorneys in this Division who are authorized to request such files.

FRANK M. PARRISH,
Special Assistant to the Attorney General.

66-2319-23

JOHN EDGAR HOOVER
DIRECTOR

# Federal Bureau of Investigation

U. S. Department of Justice
Washington, D. C.

EAT:TMF

July 27, 1936

MEMORANDUM FOR THE DIRECTOR

With reference to your recent inquiry concerning the number of Bureau files sent to Departmental officials, you are advised that eight Bureau files were sent to the Department, principally to the Criminal Division during the period of from July 6 to July 15.

Respectfully,

E. A. Tamm

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Dawsey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Joseph
Mr. Lester
Mr. Nichols
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED 66-2319-24

INDEXED

JUL 30 1936 A. M.

U. S. DEPARTMENT OF JUSTICE

FILE

TOLSON

FOUR

JUL 31 1936

JSE:VVK

January 17, 1956.

MEMORANDUM FOR THE DIRECTOR

Re: General Bank investigation - Cleveland.

Mr. Ramsey of the Criminal Division has called for all files in connection with this investigation. The files have been reviewed by Mr. Pennington and myself before being sent to Mr. Ramsey, but it would appear to me that it is a waste of time to send copies of reports on investigations to the Criminal Division, since whenever a case comes up it is necessary to send the entire file to the Criminal Division. I think some arrangement should be worked out whereby we either send all reports to the Criminal Division at one time, or that they take better care of the reports sent them, so that it won't be necessary for the Bureau file to be sent to the Department.

Just the other day, Mr. Ramsey called for the files on the Park Savings Bank case. This meant a review in this Division of approximately 1½ or 2 hours, of the files before they could be sent to Mr. Ramsey, and as you know in both of the cases mentioned herein, copies of all investigative reports have been forwarded to the Criminal Division when they were received in this Bureau.

Respectfully,

J. S. Egan.

NOT RECORDED

66-2319

29-4154-16

JEH/enk

RECORDED 66-2314-23 May 23, 1935.

MEMORANDUM FOR SPECIAL ASSISTANT
TO THE ATTORNEY GENERAL HOFFMAN

Reference is made to your memorandum dated May 16, 1935, relative to requests upon the Federal Bureau of Investigation from the Criminal Division of the Department for files maintained in this Bureau pertaining to current cases.

For your information I can state that the same question had been raised a number of times in years past and on each occasion, after careful consideration, the Department has consistently held that the files of the Federal Bureau of Investigation should be maintained by the Bureau and should not be issued to Departmental attorneys. Of course, the files of the Bureau are at all times subject to call by the Attorney General or the Assistant to the Attorney General. The reason that the above-mentioned policy has been consistently followed by the Department I believe has been due to the fact that copies of all reports made by Agents of the Bureau, and which are forwarded to the Washington headquarters of the Bureau, are sent to the interested Departmental official, and should in due time reach the Departmental files, and for that reason the Departmental files should, if they are properly maintained, contain the same information as is in the files of the Federal Bureau of Investigation. I realize that there have been many instances cited where the Departmental files have not been complete, but this has not been due to any fault of the Bureau but has been due either to failure of the Departmental attorneys to promptly forward to the Departmental file room the reports which are sent to them, or to an improper handling of these reports in the Departmental file room after they are received there. As I have indicated, the standing orders are, and these orders are followed specifically, that copies of all reports must be sent to interested Departmental officials.

It is imperative that the Bureau files be immediately available to Bureau officials, because as you know the set-up of the Bureau's operations calls for a highly centralized supervision of the

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Foxworth
Mr. Harbo
Mr. Nichols
Mr. Quinn Tamm
Mr. Tamm
Mr. Tracy
Miss Gandy

COPIED FILED IN
270 JUN 11 1935

investigative cases, and the officials of the Bureau at Washington headquarters are in telephonic and telegraphic communication with field offices of the Bureau at all times, and must therefore have ready access to the files. If these files are issued to Departmental attorneys they will not be readily available to the Bureau officials charged with the responsibility for the supervision of these investigations.

I recall quite distinctly many instances, some years ago, when Bureau files were issued to Departmental attorneys, that they would be transferred from one attorney to the other, or routed through the Divisions of the Department, so that it would take sometimes days, and in fact weeks, to locate the file. Meantime, the Bureau did not have available the information it needed for proper supervision of its cases. There have been other instances where Bureau files have been issued to Departmental officials and have been lost by Departmental officials, or have been transferred to other agencies of the government, and it took us months to find some of these files. It was after some of these experiences that the very definite policy was established of not issuing Bureau files to Departmental attorneys.

There would appear to be no reason why Departmental officials should not rely upon the files of the Department, which should be complete in all cases, rather than expect to call for the Bureau's files. It would seriously interfere with the operations of this Bureau were this policy to be changed and were Bureau files to be issued to all attorneys in the Department calling for same.

I am returning to you herewith the memorandum addressed to you in this connection on May 15 by Mr. Frank M. Parrish, Special Assistant to the Attorney General.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover,
Director.

Enclosure #667371.

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

BM WHR

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

WHR:gm

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Dawsey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Joseph
Mr. Lester
Mr. Nichols
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

July 24, 1936

MEMORANDUM FOR MR. HOOVER
DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

Effective April 1, 1936, Judge Marvin H. Helter of Ohio, was appointed to assist Mr. Ramsey with all the work pertaining to his desk.

That fact makes it just as necessary and important for Judge Helter, as for Mr. Ramsey, to have access to the files of the Bureau of Investigation relating to such cases. I will appreciate it if you will arrange to have Judge Helter's requisitions for files honored the same as Mr. Ramsey's.

Respectfully,

Brien McMahon

BRIEN McMAHON,
Assistant Attorney General.

ack 8-1-36

RECORDED
&
INDEXED

66-2319-25
FEDERAL BUREAU OF INVESTIGATION
AUG 4 1936 A. M.
U. S. DEPARTMENT OF JUSTICE

AUG 5- 1936

ROSE THREE TAMM

TDQ:RCL

October 10, 1936.

MEMORANDUM FOR MR. TOLSON.

Mr. John Hill, connected with the Chief Clerk's office of the Department, called yesterday and stated that he had been instructed by Mr. Keenan to make a thorough inspection of the Departmental File Room, which he has now been conducting for some days past. He stated that the File Room was a "horrible mess" and he was wondering whether he could take Mr. Donaldson and just have him walk through the Bureau File Room in order to give him some idea as to the manner in which the Bureau maintained its files and records.

He also wanted to know whether he could ask Mr. Seyfarth two or three general questions on the proper manner in which files should be maintained. Mr. Hill was advised that there would be no objection to granting his request. Mr. Donegan was notified and instructed to confer with Mr. Seyfarth prior to his conference with Mr. Hill.

Respectfully,

T. D. Quinn.

ORIGINAL FILED IN 62-7118-79

NOT RECORDED 66-2319

RX

TJD:RCL

October 9, 1936.

MEMORANDUM FOR MR. TOLSON.

Mr. John Hill of the Department spoke to me today regarding the Department File Room and stated that he would like to know if he could talk over a few matters with Mr. Seyfarth and also stated that he would like to bring Mr. Donaldson, Chief Clerk of the Department, through to see our excellent File Room.

He stated that he is conducting an inspection of the Department File Room and he believed it would be very helpful to call to Mr. Donaldson's attention the vivid contrast between the Bureau and Department File Rooms. I suggested that Mr. Hill speak with Mr. Quinn.

In accordance with the instructions of Mr. Quinn I conducted Mr. Hill and Mr. Donaldson through the Files Section and Mr. Donaldson repeatedly remarked that the working conditions were splendid and that the arrangements and methods of handling the work were extraordinarily efficient. Mr. Hill on numerous occasions during the trip through the Files Section called the attention of Mr. Donaldson to the fact that there was a place for everything and everything was in its place and he particularly called his attention to the fact that there were no papers on the floor or on top of the file cabinets.

At the conclusion of the tour Mr. Donaldson expressed his appreciation. Prior to this tour with Mr. Donaldson Mr. Hill talked with Mr. Seyfarth and asked his opinion on various methods of filing and handling material. Mr. Seyfarth stated that this was of a general nature and pertained principally to our methods of handling abstracts and the filing of material in comparison with the methods used by the Department.

I understand that there has been considerable dissatisfaction with the Department File Room and that Mr. Keenan has ordered an inspection of the Department File Room.

Respectfully,

T. J. Donegan.

66-2319-

EAT:GJ

RECORDED 66-2319-25

August 1, 1936.

MEMORANDUM FOR ASSISTANT ATTORNEY GENERAL McMAHON.

Pursuant to the request contained in your memorandum of July 24, 1936, the Bureau will afford to Judge Marvin H. Belter, who has been appointed to assist Mr. Ramsey of your Division, the same data concerning investigations conducted by the Bureau which are presently made available to Mr. Ramsey.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Conroy
Mr. Edwards
Mr. Foxworth
Mr. Glavin
Miss Gandy

COMMUNICATIONS SECTION
MAILED
AUG - 1 1936
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR

# Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

CFS:MBE

October 13, 1936

Mr. Nathan
Mr. Tracy
Mr. Vaughan
Mr. Clegg
Mr. Coffey
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Joseph
Mr. Lester
Mr. Nichols
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy

MEMORANDUM FOR MR. TOLSON

This is to advise that on June 19, 1936, Mr. Holtzoff requested the Bureau File on John T. Nolan, applicant for restoration of civil rights, File #73-4167. The File was in the possession of Mr. Holtzoff until July 10, at which time it was sent by Mr. Holtzoff to Mr. Carusi in the Attorney General's office. Mr. Carusi had possession of this File from July 10, until October 6, at which time he sent same to the Pardon Attorney's office. Mr. Callahan of the Pardon Attorney's office who handled this particular matter informed me that he was under the impression that he had sent this Bureau File, together with all the Pardon Attorney's papers , to the White House. Mr. Turner of the Pardon Attorney's office was very cooperative, and was very sorry that the Bureau File had apparently been sent to the White House,and made several telephone calls to a Mr. Hess of the White House in an endeavor to locate the Bureau File. Mr. Hess informed Mr. Turner that he could not locate either the Bureau File or the pardon papers which were sent to the White House and he believed that all the papers, together with the Bureau File, had been sent to President Roosevelt's home at Hyde Park, New York. Mr. Turner further informed me that after the President had gone over these papers, they would be returned to him and no doubt the Bureau File would be among these papers, and immediately, upon receipt of same, he would notify me.

I will make periodic calls to Mr. Turner's office in order to check up on this Bureau File to see that it is returned to the Bureau.

Respectfully,

C. F. Seyfarth

C. F. Seyfarth

J. E. D.

RECORDED

OCT 30 1936

66-2319-26

FEDERAL BUREAU OF INVESTIGATION
OCT 29 1936 A. M.
U. S. DEPARTMENT OF JUSTICE
FILE

FOUR TAMM FILES

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

CFS:MBE November 5, 1936

MEMORANDUM FOR MR. TOLSON

This is to advise that at approximately 2:30 P.M. today I received a telephone call from Mr. Turner in the Pardon Attorney's office. Mr. Turner stated that he had received a memorandum addressed to Mr. Keenan by Mr. Hoover with reference to the Bureau File on John T. Nolan, applicant for restoration of civil rights. You will recall this was the Bureau File which was sent from the Attorney General's office to the Pardon Attorney's office and in turn by them was forwarded, together with pardon papers, to the White House and at the present time can not be located. Mr. Turner seemed very much up-set and told me that he thought the memorandum should have been addressed to the Pardon Attorney rather than to Mr. Keenan. I, of course, told Mr. Turner that I knew nothing about the memorandum being sent to Mr. Keenan; that all I did was to submit a memorandum advising the Director with reference to the loss of this file. Mr. Turner then told me that they are doing all they possibly can in an endeavor to locate the file; that he had just called the White House again with reference to same and as soon as it was located he would notify me. He also stated that Mr. Lyons, the Pardon Attorney, was listening in on our conversation.

Respectfully,

C. F. Seyfarth.

J.E.H.

RECORDED & INDEXED

NOV 11 1936

66-2319-27
FEDERAL BUREAU OF INVESTIGATION
NOV 9 1936 A. M.
U. S. DEPARTMENT OF JUSTICE
TAMM FOXWORTH FILE

66-2319

RECORDED COPY FILED IN 73-1167-9

TDC:RCL

October 26, 1936.

RECORDED 66-2319-26

MEMORANDUM FOR THE ASSISTANT TO THE ATTORNEY GENERAL,
MR. JOSEPH B. KEENAN.

Under date of June 19, 1936 the Bureau file pertaining to Mr. John T. Nolan, applicant for restoration of civil rights, file #73-4167, was requested by the Department, which request was complied with.

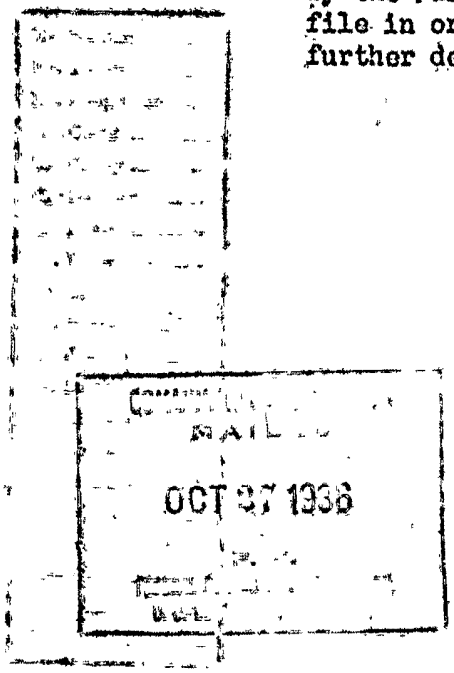
I understand that this Bureau file was sent to the office of the Pardon Attorney on October 6 and that Mr. Callahan of the office of the Pardon Attorney, who was handling this case, is under the impression that he forwarded this particular file, together with the necessary papers, to the White House.

The Bureau file at this time can not be located and I thought you should be advised of this fact inasmuch as it places the Bureau in a most embarrassing position.

It is suggested that appropriate action be taken by the Pardon Attorney's office in an effort to locate this file in order that the same may be returned to the Bureau without further delay.

Very truly yours,

John Edgar Hoover,
Director.



MRG:VKB

November 16, 1936.

MEMORANDUM FOR MR. TOLSON

Re: John T. Nolan,
Applicant for Restoration
of Civil Rights.

Loss of File.

Reference is made to the attached memorandum addressed to you dated November 13, 1936, submitted by Mr. Donegan concerning the loss of the above mentioned file.

Please be advised that today I discussed the loss of this file with Mr. D. M. Lyons, Pardon Attorney. I pointed out to Mr. Lyons that so far as our records are concerned, they reflected that on June 19, 1936, this file was charged out to Judge Holtzoff; that it was transferred to Mr. Carusi's office on July 10, 1936, and that Miss Lenke of Mr. Carusi's office recalled forwarding the file to the Pardon Attorney's office on or about October 6, 1936.

I pointed out to Mr. Lyons that his Mr. Callahan seemed to recall that he forwarded this file to the White House in view of the fact that the file had several serials which he, Callahan, believed should have gone to the White House.

Mr. Lyons advised me that he had not been acquainted with this matter prior to my visit. He stated that the statement had been made to him that the file was forwarded to the Pardon Attorney's office on October 6, 1936, and he was under the impression that it was forwarded direct by the Bureau and had not been relayed to his office from Mr. Carusi's office. He stated that his file on this matter was forwarded to the White House in August, 1936, and so far as he knew the White House ~~has~~ asked for nothing further concerning the matter and nothing further has been sent to the White House from the Pardon Attorney's office. He stated that in view of the information I furnished him, he would immediately have a very thorough check made of his offices in an effort to locate the file; that if it were not found, he would be compelled to await the return of the Pardon file from the White House before he could further contact the officials at the White House.

RECORDED 66-2319-28

DEC 4 1936

Mr. Lyons appeared to resent the fact that the Bureau communicated with the Department concerning the loss of this file. He pointed out to me that the Pardon Attorney's files were not a part of the Department files at all; that the location of the Pardon Attorney's office is just a matter of convenience.

I pointed out to him that I had not known his files were separate from the regular Department files and that in the future if we were interested in securing any files from the Pardon Attorney's office, we would contact him.

I shall contact Mr. Lyons within the next few days to ascertain whether he has located the file in question.

May I suggest that in the future in any dealings with the Pardon Attorney's office, that we deal directly with Mr. Lyons rather than through one of the Departmental officials.

Respectfully,

W. R. Glavin.

November 18, 1936.

Addendum:

I was advised this morning by Mr. Lyons that the file in question has been located at the White House and will be returned to the Bureau within the next several days.

WRG

TJC:EMI.

November 13, 1936.

MEMORANDUM FOR MR. TOLSON

With reference to the memorandum from Mr. Joseph B. Keenan, The Assistant to the Attorney General, dated November 12, 1936, concerning a memorandum from the office of Mr. Daniel H. Lyons, Pardon Attorney, dated November 6, 1936, in explanation of the memorandum from the Director to Mr. Keenan, dated October 26, 1936, concerning a file, Bureau file No. 73-4167, concerning John C. Nolan, applicant for restoration of civil rights, I have talked with Mr. Keyfarth and Mr. John Dugan who on a number of occasions have contacted the Department officials regarding this file.

With reference to the memorandum of Mr. Lyons it is noted that he sets out Bureau file No. 17-4167. This is incorrect. The correct file number if 73-4167.

With reference to the statement in this memorandum marked by the Director which in substance sets forth that the file at no time was requested by the Pardon Attorney's office and that there is no record in the Bureau of the file ever being charged to this office, I wish to advise that this is correct.

This file on June 19, 1936, was charged out to Mr. Holtzoff. The file was in the possession of Mr. Holtzoff until approximately July 10, 1936. On or about July 10, 1936, Mr. Dugan, Supervisor of the File Clerks, contacted Mr. Holtzoff's office and was informed that it had been forwarded to Mr. Carusi's office. Upon subsequent inquiry at Mr. Carusi's office by Mr. Dugan, he was informed that Mr. Carusi had this file. From this time on Mr. Dugan contacted Mr. Carusi's office approximately every day to determine when this file would be returned to the Bureau. Mr. Dugan spoke with Miss Lemke on each of these occasions and she informed him that the file was in Mr. Carusi's office.

On or about October 6, 1936, Mr. Dugan was advised by Mr. Carusi's office that the file had been forwarded to the Pardon Attorney's office. A few days later Mr. Dugan was again in Mr. Carusi's office and while talking with Miss Lemke, Mr. Carusi was in the office and volunteered the information to Mr. Dugan that he sent the file to the Pardon Attorney's office and it very likely had been sent to the White House.

RECORDED 66-2319-28

At this time Mr. Dugan contacted the Pardon Attorney's office and spoke with Mr. Turner and Mr. Callahan. Mr. Callahan in the presence of Mr. Turner said that he had the file and was under the impression he had sent it to the White House. He elaborated upon his statement to Mr. Dugan and stated several reports were in the file which he believed should accompany the papers to the White House and he understood that these reports could not be removed from the file so he forwarded the file to the White House.

DEC 4 1936

TOLSON

While Mr. Dugan was in Mr. Turner's office, Mr. Turner called the White House and spoke to the person in charge of the files and he was advised by that person that he had conducted a search in the White House offices for

ORIGINAL FILED IN 73-4167-10

this file and that the pardon papers could not be located and had likely been sent to Hyde Park at the request of the President.

On October 13, 1936, Mr. Seyfarth in a further effort to have this file returned to the Bureau file room contacted Mr. Turner. Mr. Callahan in the presence of Mr. Turner informed Mr. Seyfarth that was not certain but was under the impression he had forwarded the file to the White House with the other papers. Mr. Callahan again volunteered the information that there were several reports in the file which he thought should be reviewed at the White House and for that reason he sent the file. Mr. Turner advised Mr. Callahan in the presence of Mr. Seyfarth that there was no need of sending the whole file, that Mr. Seyfarth would remove copies of the reports. Mr. Callahan responded that he did not think it worth while going to that trouble and was under the impression he sent the file.

Mr. Dugan informed me that upon the first occasion he contacted Mr. Turner, Mr. Callahan made the remark in the presence of Mr. Turner that the file was of no importance to the Bureau and Mr. Callahan's attitude upon different occasions when he contacted him, and Mr. Seyfarth also confirms this, was very sarcastic and that his attitude was such that he did not care whether the file was found.

With reference to the second statement in Mr. Lyons' memorandum marked by the Director which in substance says that the file could not have been sent to the Pardon Attorney's office on October 6, 1936, as the Pardon file was sent to the White House on August 21, 1936. I believe there is some mistake regarding these dates, although the Bureau, of course, has no definite information as to when the pardon file was sent to the White House, but in view of the statements made to Mr. Dugan and Mr. Seyfarth, I do not believe that there can be any question as to the approximate date that the file was forwarded from Mr. Carusi's office to the Pardon Attorney's office.

A charge-out slip dated June 19, 1936, from Mr. Holtzoff's office and a re-charge-out slip from Mr. Carusi's office are in the possession of Mr. Seyfarth.

Respectfully,

T. J. Donegan.

November 12, 1936

MEMORANDUM FOR MR. J. EDGAR HOOVER

DIRECTOR OF THE FEDERAL BUREAU OF INVESTIGATION

Attached please find memorandum from the office of Daniel M. Lyons, Pardon Attorney, in response to a request that he assist in locating the Bureau file of one John T. Nolan, Bureau No. 17-4167, which presumably has been mislaid.

Joseph B. Keenan,

The Assistant to the Attorney General.

What about the 2 statements marked in attached memo?
Are they correct & if so how can we explain our position?
J.E.H.

11/13/36

ORIGINAL FILED IN 73-4117-15

RECORDED 66-2319-28

DEC 4 - 1936

1935

COPY

DEPARTMENT OF JUSTICE

54-400 Nolan
DML;mrm

Office of the Pardon Attorney

Washington

November 6, 1936.

MEMORANDUM FOR MR. KEENAN,

THE ASSISTANT TO THE ATTORNEY GENERAL.

This is inreference to the memorandum of October 26, 1936, to you by the Director of the Federal Bureau of Investigation concerning the case of John T. Nolan, applicant for restoration of civil rights, Bureau No. 17-4167.

The Bureau file was at no time requested by this office and I am informaed that there is no record at the Bureau of the file ever being charged to this office. At the time of a previous inquiry about this matter, I an informed that Mr. Callhan, in an effort to cooperate with the Bureau, suggested as a possiblity that the Bureau file might have been sent to the White House with the pardon file. This suggestion of Mr. Callhan's was not coupled with any definite recollection that the Bureau file had at any time been received in this office.

In a further effort to assist, we telephoned the White House and were informed that all papers in that case had been sent to Hyde Park, New York, at the President's request. The case is still under consideration, and the papers have, therefore, not been returned to the Department.

The statement in the memorandum to the effect that the file was sent to the office of the Pardon Attorney in October 6, 1936, complicates the situation because the pardon file was sent to the White House on August 21, 1936, and there would be no apparent reason for the Department requiring the use of the Bureau file on October 6.

I feel that the situation, however embarrassing to the Bureau, does not warrant persistent interrogation of the Executive offices, and at present I cannot think of any appropriate action to be taken by me in an effort to locate this file in the absence of any record if its transmission to this office.

Respectfully,

Daniel M. Lyons,
Pardon Attorney.

66-2319-28

CFS:MBE November 18, 1936

36546

MEMORANDUM FOR MR. TOLSON

At 11:45 A.M. this morning, a telephone call was received from Mr. Turner of the Pardon Attorney's office, stating that he had just received a telephone call from the White House, and that he was advised that the Bureau File on John T. Nolan, File Number 73-4167, was attached to Department papers which had been sent to the White House by the Pardon Attorney's office. He told me he would send the file to me as soon as he received same from the White House.

Respectfully,

C. F. Seyfarth

ORIGINAL FILED IN 73-4167-11

66-2319-29

1953

COPY

CT:EC
6C-4310

November 23, 1936.

66-2317-29

MEMORANDUM FOR MR. JOSEPH B. KEENAN,
THE ASSISTANT TO THE ATTORNEY GENERAL.

Reference is made to your memorandum dated November 12, 1936, with which you forwarded a memorandum from Mr. Daniel M. Lyons, Pardon Attorney, dated November 6, 1936, with respect to the file of the Federal Bureau of Investigation covering John T. Nolan, Applicant for Restoration of Civil Rights, Bureau file #73-4167.

Please be advised that the Bureau received information from Mr. Turner of the Pardon Attorney's office on November 18, 1936, to the effect that this file was attached to Department papers which had been sent to the White House by the Pardon Attorney's office. It appears that this file was charged out to Judge Holtzoff by the Federal Bureau of Investigation on June 19, 1936; that it was transferred to Mr. Carusi's office on July 10, 1936, and forwarded by Mr. Carusi's office to the Pardon Attorney's office.

Very truly yours,

John Edgar Hoover,
Director.

ORIGINAL FILED IN 73-4167-11

JOHN EDGAR HOOVER
DIRECTOR

# Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

TJD:MBE

January 21, 1937

MEMORANDUM FOR MR. TOLSON

Reference is made to the memorandum prepared by C. G. Carr, Assistant Chief of the File Section, on January 15, 1937, for Mr. Quinn, stating that Mr. Ramsey could not recall location of a file charged out to him, and during the conversation criticised the policies of the Bureau on the furnishing of information.

I wish to advise that the particular file Mr. Carr was endeavoring to locate, which was entitled Patrick O'Connor; National Bankruptcy Act (49-2414), was subsequently located in Special Agent Warnes' office, 1-16-37 who is Supervisor of bankruptcy cases. This had been forwarded by Mr. Ramsey to Mr. Warnes, although Mr. Ramsey could not recall the fact that he had forwarded this file at the time Mr. Carr talked with him. Mr. Ramsey had forwarded this file to Mr. Warnes by routing slip.

Mr. Ramsey has also been repeatedly contacted in order to locate the file on Ennis Smiddy, With Aliases, Et Al, First National Bank, St. Jo, Texas; Bank Robbery (91-99) which was charged to Mr. Ramsey on December 29, 1936. Mr. Ramsey stated that he could not recall where he had forwarded this file. It has been subsequently learned that this file was sent to a Mr. McGuire of the Criminal Division, and it is being returned to the Bureau.

Respectfully,

J. J. Donegan

T. J. Donegan

1 ENCL W

RECORDED 66-2319-30

FEDERAL BUREAU OF INVESTIGATION

JAN 30 1937

U. S. DEPARTMENT OF JUSTICE

TOLSON EOUR FOXWORTH TAMM SEYFFERT DONEGAN EWC FILE

JOHN EDGAR HOOVER
DIRECTOR

# Federal Bureau of Investigation

U. S. Department of Justice
Washington, D. C.
January 15,1937.

CONFIDENTIAL

MEMORANDUM FOR MR. QUINN

I contacted Mr. Ramsey, of the Department, on January 14,1937 with regard to a bankruptcy file that had been charged to him since December 31,1936.

Since he no longer had the file, and evidently had sent it elsewhere, I endeavoured to have him recall where he had sent the file and the subject matter thereof.

During my conversation with Mr. Ramsey, he made the statement that "The Department is not like the Bureau, that the Bureau doesn't give information to any one except the press and this is done very frequently".

I do not know what prompted this statement, except the fact that I had asked him to try to recall where he had sent our file.

Respectfully,

C. G. Carr.

See that no more files are sent him & if he raises any question tell him it is due to his losing the files.

J. E. H.

RECORDED
66-2319-30
FEDERAL BUREAU OF INVESTIGATION
JAN 30 1937 A. M.
U. S. DEPARTMENT OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR

# Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

TJD:MBE

January 14, 1937

MEMORANDUM FOR MR. TOLSON

Re: Files requested by the Department.

There is set forth below a list of the files requested by the Department from December 28, 1936, to January 12, 1937. There is also set forth the name of the official in the Department requesting these files.

| FILE NUMBER | SUBJECT | OFFICIAL | DATE |
|---|---|---|---|
| 91-99 | Ennis Smiddy,WA,Etal, First Nat'l Bank, St. Jo, Texas - Bank Robbery | Mr. Ramsey | 12/28/36 |
| 29-6972 | Murray Ginnes, Trust Officer;Allegheny Trust Co.,Pittsburgh, Pa. - Federal Reserve Act | Mr. Ramsey | 12/29/36 |
| 49-6575 | Star Silk Dyeing Co., Inc., Henry Nazzaro, Pres., etal - Nat'l Bankruptcy Act | Mr. Helter | 12/30/36 |
| 49-2414 | Patrick W. O'Connor, Nat'l Bankruptcy Act | Mr. Ramsey | 12/30/36 |
| 49-7219 (Sec. 1) | Samuel Ross Morgan, Etal - Nat'l Bankruptcy Act | Mr. Ramsey | 12/30/36 |
| 91-178 | Floyd Hamilton, Etal, First Nat'l Bank of Handley,Texas - Bank Robbery | Mr. Ramsey | 1/2/37 |
| 49-7219 (Sec. 2) | Samuel Ross Morgan, Etal - Nat'l Bankruptcy Act | Mr. Ramsey | MAR 13 1937 |

RECORDED 66-2319-31

INVESTIGATION

TOLSON | FOUR | FILE

COPIES DESTROYED
270 JAN 14 1965

| FILE NUMBER | SUBJECT | OFFICIAL | DATE |
|---|---|---|---|
| 47-11848 | James H. Watson, Impersonation | Mr. McGuire | 1/5/37 |
| 77-7631 | John Biggs, Jr. Departmental Applicant | Mr. Collins | 1/5/37 |
| 49-7241 | Ed. B. Hill, Etal - Nat'l Bankruptcy Act | Mr. Ramsey | 1/6/37 |
| 29-6980 | Lynn R. Craig, Pres., Citizens State Bank, Palmyra, Ind. - Nat'l Bank Act | Mr. Helter | 1/6/37 |
| 49-7561 | Henry B. Springman, Etal - Nat'l Bankruptcy Act | Mr. Ramsey | 1/7/37 |
| 29-6096 | James R. Boyd, Jr., Bookkeeper, First Nat'l Bank of Waynesville, N.C. Nat'l Bank Act | Mr. Ramsey | 1/5/37 |
| 29-6923 | W. E. Lewis, Teller; Etal; Terre Haute First Nat'l Bank, Terre Haute, Ind. Nat'l Bank Act | Mr. Ramsey | 1/10/37 |

Further list will be submitted on April 1. ONP

Respectfully,

T. J. Donegan

T. J. Donegan

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

EAT:TMF

March 19, 1937

MEMORANDUM FOR THE DIRECTOR

We are receiving an average of one request a day from the Criminal Division for the Bureau files in cases in which a copy of each investigative report has been submitted to the Criminal Division. I do not believe that the Bureau should send its files to the Criminal Division in cases of this kind and am attaching hereto a memorandum to Mr. McMahon, advising him of the Bureau's attitude in these cases.

Respectfully,

E. A. Tamm

RECORDED

66-2319-32
FEDERAL BUREAU OF INVESTIGATION
APR 16 1937 A. M.
U. S. DEPARTMENT OF JUSTICE
TOLSON | FOURTH FLOOR | OHF. OLK | FOUR | FILE

UNRECORDED COPY FILED IN 66-318

JOHN EDGAR HOOVER
DIRECTOR

# Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

April 2,1937

MEMORANDUM FOR MR. TOLSON

There is submitted below a list of Bureau files charged out to the Department Officials during the month of March, 1937, and their present status:

| DATE | NUMBER | OFFICIAL | TITLE | STATUS |
|---|---|---|---|---|
| 3-3 | 29-3718 | Mr. Turner | Porter Cooper; J.H.Wingate, First National Bank, Palestine, Texas - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-4 | 29-7038 | Mr. Helter | Louis Jacobson, First National Bank of Jersey City, N.J. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-5 | 49-4679 | Mr. Helter | Abe Bahna - NATIONAL BANKRUPTCY ACT. | Returned. |
| 3-5 | 49-7342 | Mr. Helter | Emmett D. Davidson - NATIONAL BANKRUPTCY ACT | Returned. |
| 3-10 | 91-750 | Mr. Helter | Martin Prisament, Commercial Bank, Crawford, Ga. - BANK ROBBERY | Returned. |
| 3-10 | 49-7411 | Mr. Ramsey | Costos G. Mourikas - NATIONAL BANKRUPTCY ACT. | Returned. |
| 3-11 | 91-99 | Mr. Barry | Ennis Smiddy, First National Bank, St. Jo, Texas - BANK ROBBERY | Returned. |
| 3-11 | 29-6402 | Mr. Helter | Francis Xavier May, Georgia Railroad Bank, Augusta, Ga. NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-11 | 49-7689 | Mr. Helter | Valley Mills, Inc., C. W. Smith, Pres., - NATIONAL BANKRUPTCY ACT. | Returned. |
| 3-11 | 29-6618 | Mr. Helter | William Kraft, First National Bank & Trust, Freeport, N.Y. NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |

RECORDED 66-2319-33

FILE

TOLSON
EDWARDS

this listing may be discontinued

COPIES DESTROYED
270 JAN 14 1965

| DATE | NUMBER | OFFICIAL | TITLE | STATUS |
|---|---|---|---|---|
| 3-11 | 62-33522 | Mr. Yates | George W. Jeffords; Invest. re personal papers and passport MISCELLANEOUS | Returned. |
| 3-12 | 29-6231 | Mr. Ramsey | James Irvine; Cleveland Trust Co. Cleveland, Ohio - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-12 | 29-6380 | Mr. Helter | Howard J. Benson; Commercial National Bank, Bradford, Pa. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-15 | 29-5615 | Mr. Ramsey | Ethel M. Buddenhager Smith; Commercial Trust Co. of N.J., Jersey City, N.J. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-16 | 91-609 | Mr. Helter | Charles Arthur Simmons; Unknown Subjects; Brill State Bank, Brill, Wisc., - BANK ROBBERY | Returned. |
| 3-16 | 29-7117 | Mr. Ramsey | William Edgar Seipp, w.a.; County Trust Co. of Maryland, Upper Marlboro, Md. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-16 | 29-867 | Mr. Ramsey | William McDowell;-E. R. Brians NATIONAL BANK ACT. | Returned. |
| 3-16 | 29-412 | Mr. Ramsey | Hugh M. Gage;-NATIONAL BANK ACT | Returned. |
| 3-18 | 29-374 | Mr. Ramsey | Edward F. Lewis;-NATIONAL BANK ACT. | Returned |
| 3-18 | 29-400 | Mr. Ramsey | John F. Mann;-NATIONAL BANK ACT | Returned. |
| 3-22 | 49-7575 | Mr. Helter | Irving Levine; Frankie G.Skinner; - NATIONAL BANKRUPTCY ACT. | Returned. |
| 3-22 | 29-7121 | Mr. Ramsey | Quentin John Hunger; Union National Bank, Rochester, Minn. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-23 | 91-789 | Mr. Helter | Alfred Sandoval; First National Bank, Glendale, Calif. - BANK ROBBERY. | Returned. |

| DATE | NUMBER | OFFICIAL | TITLE | STATUS |
|---|---|---|---|---|
| 3-23 | 73-5341 | Mr. Barry | David Trotsky - PAROLE VIOLATOR | Returned. |
| 3-24 | 70-3284 | Mr. Helter | Mary Belille Potak - CRIME ON GOVERNMENT RESERVATION. | Returned. |
| 3-24 | 29-7163 | Mr. Ramsey | Elmer Kelsen; Federal Intermediate Credit Bank, Omaha, Nebr. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Out |
| 3-24 | 29-6826 | Mr. Ramsey | Gilbert E. Woods, et al; Citizens Savings Bank & Trust Co., St. Johnsbury, Vt. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Out |
| 3-24 | 15-3113 | Mr. Bodson | George Dezenza; - THEFT FROM INTERSTATE SHIPMENT | Returned. |
| 3-24 | 29-5007 | Mr. Ramsey | John Edwin Greer; Bogota National Bank, Bogota, N.J. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Returned. |
| 3-25 | 49-6860 | Mr. Ramsey | Samuel Farb - NATIONAL BANKRUPTCY ACT. | Returned. |
| 3-30 | * 91-660 | Mr. Helter | Chester William Clark; East Santa Cruz Branch 177, Bank of America, Santa Cruz, Calif. - BANK ROBBERY | * |
| 3-30 | * 49-5908 | Mr. Ramsey | May Sue Low - NATIONAL BANKRUPTCY ACT | * |
| 3-31 | 29-7091 | Mr. Helter | Russell B. Bastain; Fidelity Philadelphia Trust Co., Philadelphia, Pa. - NATIONAL BANK AND FEDERAL RESERVE ACT. | Out. |

Respectfully,

O.H.Patterson

O. H. Patterson.

* In Mr. Tamm's Office on 3-31-37.

JEH:HCD

April 5, 1937.

MEMORANDUM FOR ASSISTANT ATTORNEY GENERAL McMAHON

You will recall that on July 1, 1936, I inaugurated a policy of forwarding to you a copy of each investigative report prepared in all criminal cases in which a copy of the report was indicated for the United States Attorney or contained information of interest to the prosecution of the case. I felt that in transmitting copies of reports to you in this manner you would have immediately available in your division complete investigative files in cases in which your division is interested. Despite the fact that this system has been in operation for almost nine months, the Bureau still receives daily requests from attorneys in your division, requesting that specific Bureau files be forwarded to them. An examination of these files discloses that a complete set of all investigative reports has heretofore been furnished to your division.

It is absolutely essential that there be on file in the Bureau at all times a complete investigative file, because our supervisors in the Bureau are in constant telephonic and telegraphic communication with field offices concerning the progress of cases. Naturally, when files are charged out to other parts of the Department, it makes it impossible to have ready access to the records. It was for this reason that we initiated the procedure of promptly sending to the Criminal Division copies of all reports as soon as they are received in the Bureau, thus making it possible for a complete set to be maintained in the Criminal Division or in the Files Division of the Department. It would, therefore, be appreciated if steps could be taken so that it will not be necessary for the attorneys of the Criminal Division to call for the original Bureau files. In the past when files have been called for by Departmental attorneys they have been held sometimes for days and in some instances it has been impossible for them to be located in the Department when the Bureau has been in urgent need of them. I am certain you can realize that this creates a severe handicap, in handling the work of the Bureau, and since there is being sent a complete set of all reports to the Criminal Division, it would seem unnecessary therefore for the Bureau file to be requested by Departmental officials.

RECORDED

Very truly yours,

John Edgar Hoover,
Director.

RECORDED COPY FILED IN 62-81523

62-2311-34

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

EM

DEPARTMENT OF JUSTICE

WASHINGTON, D.C.

April 13, 1937.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Conway
Mr. Egan
Mr. Foxworth
Mr. Harbo
Mr. Joseph
Mr. Lester
Mr. Nichols
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

MEMORANDUM FOR THE DIRECTOR, BUREAU OF INVESTIGATION.

66-2319-34

I have your memorandum of April 5, 1937, in which you call attention to a policy inaugurated by the Bureau of forwarding to this Division a copy of each investigative report prepared in criminal cases in which a copy of the report was indicated for the United States Attorney or contained information of interest to the prosecution of the case. You state that it is absolutely essential that there be on file in the Bureau at all times a complete investigative file, because your supervisors are in constant telephonic and telegraphic communication with field offices concerning the progress of cases, and that when files are charged out to other parts of the Department, it makes it impossible to have ready access to the records. You suggest, therefore, that steps be taken so that it will not be necessary for the attorneys of the Criminal Division to call for the original Bureau files. You call attention to the fact that in the past Departmental attorneys have held such files at times for days, and in some instances it has been impossible for them to be located in the Department when the Bureau has been in urgent need of them.

I appreciate the situation to which you call attention, and the necessity of the Bureau to have its files available in the efficient dispatch of the work.

However, there are certain instances in which the files of the Bureau are indispensable to this Division in considering proper steps to take with respect to the prosecution of criminal cases. Frequently requests are received from United States Attorneys in bank, mail fraud or bankruptcy cases to dismiss pending indictments. In some of these cases, for one reason or another, the complete Bureau reports are not in the Department files. Before we can intelligently act upon the request of the United States Attorneys we must procure the complete file of the cases, including all investigative reports. This is particularly true with reference to cases originating several years ago.

RECORDED 66-2319-35

In other instances the Bureau files contain copies of letters which are not investigative reports and which have not been furnished the Department file, but which contain information important in the

FEDERAL BUREAU OF INVESTIGATION
APR 14 1937 P. M.
U. S. DEPARTMENT OF JUSTICE

TOLSON | TAMM | AT TRACY | FOUR | FILE

correct handling or disposal of the cases by this Division. It is also true that in many instances Bureau files are more complete and more up to date than the Department files.

I should appreciate it very much if you will consider whether or not some arrangement may be worked out by which your files can be furnished promptly to attorneys of this Division when requested, with the agreement that they shall be returned by the attorney receiving them at the earliest possible moment by special messenger and in no case shall the file be retained more than twenty-four hours, without the attorney of this Division checking with your records division to determine whether the file is needed. Several attorneys in the Criminal Division inform me that they are holding on their desks a number of important matters awaiting the receipt of Bureau files which have been several times requested, because Department files are not complete and intelligent action can not be taken without checking with the Bureau files. It is true that most of these matters relate to old cases, antedating by several years July 1, 1936. I apprehend, however, that as to current cases the need will more or less frequently arise to inspect the Bureau files.

Your cooperation in the matter will be very much appreciated.

Brien McMahon

BRIEN McMAHON,
Assistant Attorney General.

EDGAR HOOVER
ECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

LRP:DM

August 24, 1937.

MEMORANDUM FOR MR. TAMM

With reference to Bureau files being requested by the Department, sometime ago Mr. Foxworth handed me a memorandum dated April 6, 1937, prepared by Supervisor Brandt and suggested that at the first opportunity I discreetly discuss the matter with either Mr. Ramsey or Judge Helter.

Last Friday I had occasion to talk to Judge Helter at some length pertaining to the investigation of a bank case, and mentioned the fact that on occasions when Bureau files had gone to the Department it required a considerable period to get them back. Judge Helter stated that the only reason the Department kept requesting Bureau files was due to the fact that the Department files in a large number of instances are incomplete, not due to the fact of our failing to send reports, but because the Department sets up a new file if the title in any way changes.

I have noticed recently there has been a marked decrease in the number of files requested by the Department.

Respectfully,

L. R. PENNINGTON.

RECORDED & INDEXED.

66-2319-36

AUG 24 1937

FBI

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation**
**United States Department of Justice**
**Washington, D. C.**

RJB:TD

April 6, 1937

MEMORANDUM FOR MR. TAMM

I wish to advise that at approximately 11:50 A.M., Mr. Ramsey, of the Criminal Division, again telephoned me relative to securing the Bureau's files in connection with the investigations which were conducted relative to the robbery of the Farmers National Bank, Deposit, New York, on August 21, 1935 and the murder on an Indian Reservation of one Christina Mary Jureller.

In compliance with previous instructions received from you, I informed Mr. Ramsey that the files were in the Director's Office and were not available at that time. However, Mr. Ramsey appeared to be quite dissatisfied and stated that since he had been endeavoring to secure these files for the past three or four months he was very desirous of securing definite information regarding them and he insisted that I call him back on the telephone.

At approximately 5:00 P.M. on the same date, I called Mr. Ramsey's Office and conversed with a young lady there, advising her that the files were still not available and apparently were in the Director's Office. On this same date, I conversed with Mr. Foxworth relative to this matter and he informed me that a memorandum over the signature of the Director had been forwarded to the Criminal Division, advising that where copies of all reports have been furnished to the Criminal Division, the Bureau's files will not be made available to that Department. I have heard nothing further from Mr. Ramsey.

Respectfully,

R. J. Brandt

R. J. Brandt

Memo - Mr. Tamm LRP
8-24-37

RECORDED

66-2319-36

FEDERAL BUREAU OF INVESTIGATION
AUG 25 1937 P.M.
U.S. DEPARTMENT OF JUSTICE

TAMM ROSE FILE

ZAT:TWP,
66-2319-35

RECORDED

April 22, 1937

MEMORANDUM FOR ASSISTANT ATTORNEY GENERAL McMAHON

With reference to your memorandum of April 13, 1937 pertaining to the forwarding to attorneys of your Division of investigative files of this Bureau, and with particular reference to your statement that some of the Departmental files do not contain copies of all Bureau investigative reports, you are advised that I have issued appropriate instructions so that in any case in which you have reason to doubt that copies of all reports have been furnished to you, an immediate check will be made and the inquiring attorney of your Division will be furnished with copies of any investigative reports not theretofore furnished to you. I feel that this procedure will negative the necessity for furnishing to attorneys in your Division the Bureau's investigative files. I desire to point out that all information obtained in investigations conducted by the Bureau is incorporated in report form, regardless of the fact that such information is sometimes transmitted to the Bureau by letter prior to the incorporation of the information in an investigative report.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Tolson
Mr. Lawsey

APR 23 1937

October 18, 1937

SJD:RD
49-7219

MEMORANDUM FOR MR. TAMM

Re: SAMUEL ROSS MORGAN, ET AL;
National Bankruptcy Act.

Mr. Ault of the Files Section called the writer's attention to the fact that this file, which is in three sections, had been furnished to Mr. Helter of the Criminal Division for the use of Dan Jackson, Special Assistant to the Attorney General. Mr. Ault called the writer's attention to the fact that while the charge-out slip for Helter had been approved by Mr. Glavin, nevertheless it had not been approved by the writer.

It is noted that the file, had it been reviewed by the writer, would not have been furnished to Mr. Helter in the form in which it was sent. As an example, it is noted that in a memorandum dated July 1, 1937 which is serial 81, the Director made some comments. It is also noted that serial 83 is a personal and confidential letter from the Special Agent in Charge at Little Rock, and contains information which should not have been furnished to the Department.

Mr. Ault advised me that when he discovered this matter it was called to the attention of Mr. Seyfarth.

Respectfully,

S. J. Drayton.

RECORDED & INDEXED

66-2317-37

JAN 4 1938

TAMM

ROUGH

ORIGINAL FILED IN 49-1-7219-1952

HVP:GAJ
49-4216 August 20, 1938

11:30 am

MEMORANDUM FOR MR. FOXWORTH

RE: WAUCHULA CENTRAL PHARMACY, INC.,
Charles B. Rutherford, et al.;
NATIONAL BANKRUPTCY ACT

Judge Helter of the Department 'phoned me and requested that he be permitted to use for a while the Bureau file in the above entitled case. He indicated that the Department's file is incomplete; that numerous investigative reports were not received, and that a letter directed to the Attorney General under date of December 3, 1937, by the United States Attorney for the Southern District of Florida could not be located. He explained that a copy of said letter was referred to the Bureau with a cover memorandum dated January 19, 1938, requesting an expression of the Director's views on the request of the United States Attorney to dismiss the indictment returned in this case.

I told Judge Helter I would be glad to send him copies of that letter and copies of the investigative reports which have not yet been sent to him. He stated that this would be O.K. and that it would not be necessary for him to see the Bureau file.

Respectfully,

H. Van Pelt

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

RECORDED & INDEXED

66-3219-38

AUG 23 1938

EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

VCZ:COH

July 18, 1939

Time: 3:45 p.m.

MEMORANDUM FOR MR. TAMM

Mr. G. L. Barry of the Pardon Attorney's Office telephoned in connection with his practice of requesting Bureau files through Mr. Foxworth. I told him that hereafter, such requests should be sent to Mr. Rosen in room 5734.

Respectfully,

V. C. Z.

VAL C. ZIMMER

Bureau File Sec 62-205-33

RECORDED & INDEXED

66-2319-39

FEDERAL BUREAU OF INVESTIGATION
JUL 19 1939
U. S. DEPARTMENT OF JUSTICE

o
p
y ram

LJM:RV
3/31/42

MEMORANDUM FOR THE ATTORNEY GENERAL

Mr. James Rowe, Jr. has furnished me with the draft of a proposed circular to Division Heads concerning their curtailment of the distribution in the Department of Justice of Federal Bureau of Investigation reports on Departmental Applicants. I am definitely of the opinion that any steps that could be taken in accordance with the exigencies of a particular case to restrict the distribution of these reports would be desirable.

You might consider the advisability of including in a circular of this kind a broadstatement of policy in regard to the availability of these reports to persons not only within the Department of Justice but generally. I firmly believe that these reports should be available to no oneoutside of the appropriate officials of the Departmentof Justice. This restriction should apply without equivocation to everyone, except of course the President, and I do not see that there can be any middle ground in this situation.

You might also consider the advisability of including the fact that the information contained in a Federal Bureau of Investigation report is furnished to the Special Agent making the investigation with the explicit understanding that the data will be treated as strictly confidential, and where this confidence is not respected it is extremely embarrassing both to the Federal Bureau of Investigation and to the person who furnished the information. Furthermore, public knowledge that such a confidence is not respected could result in the failure of persons interviewed to give freely full and complete information concerning the applicant.

Another item that you might wish to include is a personal one with the employee involved. The investigation sometimes develops information concerning an employee which could be a source of embarrassment to him were fellow employees to learn of it. I refer specifically to purely personal information such as youthful indiscretions, marital difficulties and other matters of a kindred nature.

A copy of this memorandum is being furnished to Mr. Rowe.

Respectfully,

J. Edgar Hoover

John Edgar Hoover
Director

APR 1 19

ORIGINAL FILED IN

66-2314-40
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

CC-247

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

October 28, 1946

MEMORANDUM FOR MR. NICHOLS

RE: BUREAU FILES

There is attached hereto a memorandum for Assistants to the Director and Assistant Directors reiterating existing rules regarding the transfer of files out of the Bureau. This, of course, has particular reference to the transmittal of files to the Department. The last time this regulation was issued officially was on March 12, 1934, (66-2319-18).

In the Records Section no files are ever delivered to the Department unless they are handled by Mr. Seyfarth who sees that they are cleared through appropriate channels. This does not cover requests for files by Bureau supervisors and officials when we have no knowledge that the files thereafter may be sent out of the Bureau. However, in Supervisors' training courses as the new supervisors go through the Records Section, we try to cover this problem along with many others involving the use and transfer of Bureau files. This procedure will be continued.

Respectfully,

R. F. Cartwright

Attachments

FWW:tmb

RECORDED & INDEXED 358 66-2319-41

EX-69 36 1946

62

57 NOV 7 1946

THIS MEMORANDUM IS FOR ADMINISTRATIVE PURPOSES TO BE DESTROYED AFTER ACTION IS TAKEN AND NOT SENT TO FILES

STANDARD FORM NO. 64

# Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: October 30, 1946

FROM : R. F. CARTWRIGHT

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

There is attached hereto a suggested rule for inclusion in stenographic manuals, directing that Bureau files are never to be sent or delivered to any offices outside the Bureau by secretarial or stenographic employees except with the specific approval and direction of Assistants to the Director or Assistant Directors.

Attachment:

RFC:jp

*Approved by the Executive Conference on 10/31/46, consisting of Messrs. Tolson, Rosen, Ladd, McGuire, Callahan, E.A. Tamm, Morgan, Harbo, Tracy and Hendon.*

RECORDED 66-2319-42
EX-68
36 NOV 13 1946

ENCLE
EX-69
59 NOV 15 1946

Manual Revised 11-5-46 jpc: 113

RECORDED COPY FILED IN 66-2554-

October 30, 1946

PROPOSED CHANGE IN
STENOGRAPHERS' MANUAL

BUREAU FILES

Bureau files are never to be sent or delivered to anyone except Bureau employees. Secretarial personnel and stenographic employees should never forward Bureau files to any offices outside the Bureau except with the specific approval and direction of either the Assistants to the Director or of Assistant Directors. There is to be no exception to this rule.

66-2319-42

ENCLOSURE

October 29, 1946

MEMORANDUM FOR Mr. Nelson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Keeve

Re: Bureau Files

This is to reiterate existing instructions that no Bureau files of any kind are to be sent out of the Bureau without the approval of an Assistant to the Director or Assistant Director.

This should be called to the attention of all personnel under your supervision so that there may be no misunderstanding or exceptions to this rule.

Very truly yours,

John Edgar Hoover
Director

FWW:tmb;hmm

RECORDED

66-2819-48

INDEXED

SENT FROM D. O.
TIME 7:40 PM
DATE 10/29
BY

Mr. Nelson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 NOV 18 1946 95

(1) THE SUGGESTION: # 7

That employees of the Director's Office who call files for the purpose of securing background information regarding writers of incoming letters cease their present practice of sending files back to the File Section at the end of the day and institute the practice of sending these files to the head of the Correspondence Unit of Crime Records Section after having them transferred to him.

(2) THE PRESENT PROCEDURE:

At the present time, employees of the Director's Office call files on persons corresponding with the Director whose incoming correspondence is routed through the Director's Office. The purpose of this is to gain some brief identifying data concerning the writer of the letter which is given to the Director with the incoming letter so that he will have the benefit of it when reading the incoming letter. In some cases this identifying data is typed on a small slip of pink paper and stapled to the incoming letter but it is often removed from the incoming letter before being received by the Crime Records Section for the preparation of a reply. When these notes are prepared, in most cases, they are very brief and do not give sufficient information to assist in the preparation of a reply to the letter nor do they indicate whether all files on the writer of the letter have been checked.

The files called by the employees of the Director's Office are held until the evening of the day they are received and are then thrown out for return to the File Section, which is located in the Identification Building.

When the letter is received by the Crime Records Section, which is generally on the following day, no files accompany it and no list of file references is attached. The correspondence clerks in the Crime Records Section must then have the name of the correspondent searched through the indices (a duplication of what has already been done by the Director's Office) and, when the references are secured, call the File Section to have the files pulled (another duplication of what has already been done by the Director's Office). Almost invariably the File Section advises that the files are charged out to the Director's Office. When our clerks attempt to secure the

66-2317-44

ENCLOSURE

files from the Director's Office, they are advised that they have been returned to the File Section. It, therefore, becomes necessary to put the files on "locate" so we can secure them in order to prepare a reply.

This causes a duplication of work, a burden on the Indices and File Sections and a delay in preparing replies to letters.

(3) ADVANTAGES OF SUGGESTION:

(a) Will expedite preparation of replies to letters by Crime Records Section.

(b) Will eliminate duplication in having indices searches made on the same correspondent by both the Director's Office and the Crime Records Section.

(c) Will eliminate duplication in calling the same files from the File Section by both the Director's Office and the Crime Records Section.

(d) Will eliminate the necessity for File Section to "locate" files returned by Director's Office which have not yet been filed in the File Section at the time they are requested from that section by Crime Records Section.

(4) DISADVANTAGES OF THE SUGGESTION:

(a) Will necessitate a little more work on the part of the employees of the Director's Office but only to the extend of making a phone call to the Filo Section and requesting that the files be transferred to the head of the Correspondence Unit of the Crime Records Section.

(b) It will sometimes occur that files may be sent to the head of the Correspondence Unit of the Crime Records Section on a piece of correspondence which is not to be handled by the Crime Records Section. The file will be transferred to him on the records of the File Section, however, and will not be difficult to locate. In addition, employees of the Director's Office, through experience, are generally aware of the type of mail handled by the Crime Records Section and can send to the head of the Correspondence Unit of the Crime Records Section the files which pertain only to that correspondence which they know is the type to be handled by the Crime Records Section.

(5) RECOMMENDATION:

That this suggestion be adopted.

"Dague FBI"

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 9/29/54

FROM : Executives Conference

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION NO. 738-54
MADE BY RECORDS AND COMMUNICATIONS DIVISION

In accordance with SAC Letter #54-36 (Q) dated 7/13/54 requesting the field to submit their views relative to further streamlining the Bureau's work, the following was received:

SUGGESTION:

That employees of the Director's Office who call files for the purpose of securing background information regarding writers of incoming letters cease their present practice of sending the files back to the File Section at the end of the day and institute the practice of sending these files to the head of the Correspondence Unit of Crime Records Section after having them transferred to him.

PRESENT PRACTICE:

Employees of the Director's Office call files on persons corresponding with the Director whose incoming correspondence is routed through the Director's Office to gain some identifying data, which is given to the Director with the incoming letter. In some cases this data is typed on a slip of pink paper and stapled to the letter, but is often removed before being received by Crime Records Section for preparation of a reply. These notes are usually very brief and do not give enough information to assist in preparation of a reply nor do they indicate if all files on the writer of the letter have been checked. These files are held until the evening of the day received and are then thrown out for return to the File Section in the Identification Building.

When the letter is received in Crime Records the following day no files accompany it and no list of references is attached. The name of the correspondent must then be searched through the indices and the files pulled (a duplication of what has already been done by the Director's Office). Since the files have not usually been returned to the File Section they must be placed on locate.

FX-110

INDEXED-140
RECORDED-140
INDEXED -

ADVANCES:

(1) Will expedite preparation of letters by Crime Records. (2) Will eliminate duplication of indices searches and calling of the same files by the Director's Office and Crime

cc Mr. Sizoo & Mr. Harbo

71 OCT 21 1954

139

BOARDMAN NICHOLS BISHOP

Records Section. (3) Will eliminate the necessity for the File Section to locate files returned by the Director's Office which have not been filed at the time they are requested by the Crime Records Section.

DISADVANTAGES:

(1) Some additional work will be required of employees of the Director's Office, but only to the extent of making a call to the File Section and transferring the files to the head of the Correspondence Unit of Crime Records Section. (2) It may sometimes occur that files may be sent to the head of the Correspondence Unit of Crime Records on a piece of correspondence not handled by Crime Records; however, since the file will be transferred to him on File Section records, it should not be hard to locate. Employees of the Director's Office are generally aware of the type of mail handled by Crime Records and can send to them the files which pertain only to that correspondence handled by Crime Records.

OBSERVATIONS:

Mr. L. B. Nichols, Records and Communications Division, and Mr. F. C. Holloman, in the Director's Office, are in favor of the suggestion. Mr. Holloman suggests, however, that instead of the proposed procedure that once or twice a day the File Section might send someone by to get files and carry them to the Crime Records Section and recharge them.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Belmont, Rosen, Nichols and Mason, recommends unanimously favorable only as it applies to the Crime Records Section.

STANDARD FORM NO. 64

# Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-15-54

FROM : F. W. WAIKART

SUBJECT: SECURITY OF TOP SECRET RECORDS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

(M)

SYNOPSIS:

Survey of procedures in handling Top Secret and other important data in the Records Section reflects some special handling but that most of record material which is not classified, although it may be extremely important, is processed through regular channels. There are certain existing security controls inherent in the system such as serializing, abstracting, file charge-outs, recharges, and semi-annual file room checks. Additional controls would be administratively unwieldy, extremely expensive, and their effectiveness questionable. We would suggest no change with the possible exception of maintaining our file charge-outs. Currently they are kept for 24 hours after the file is returned. In order to keep for a 6 months period (so that persons who had the files can be identified) it would take 4 to 5 employees to maintain the approximately one-half million charge-out slips that would accumulate.

Addendum: 9-24-54 FWW:nle

Predicated on your suggestion we have attempted to estimate the cost involved in adopting a permanent charge-out for all files, which would reflect the date and name of every official that reviewed a given file. Based on the 4¼ million files that we presently have, it is estimated it would cost $4,957.50 to have a like number of permanent charge-outs printed on stock similar to a file cover size. Additionally, it would cost $18,691.20 to type the classification and file number of all the files on these charge-outs. 847 additional file cabinets would be needed plus space to house this large amount of charge-outs and their cost is computed at $43,900.01. To post over a million entries a year on these charge-outs would cost approximately $6,145.92. The total cost, accordingly, for the first year that permanent charge-outs were adopted would be $153,694.63. This figure can be adjusted anyway the Bureau sees fit. For instance, if it is concluded that only 1/3 of the files should have permanent charge-outs, the cost would be 1/3 of the figure cited--$51,231.54, etc.

FWW:nle

Memorandum to Mr. Nichols 9-15-54
Re: Security of Top Secret Records

DETAILS:

You have requested that we examine our procedures to determine if adequate security is being given top secret material and to consider the possibility of further restricting and controlling the handling of this material by employees assigned to this Section.

BACKGROUND:

All employees of the Bureau have been considered "cleared" to handle top secret material on a "need to know" basis. From a practical working point of view, this is highly desirable inasmuch as we are able to freely shift personnel to meet changing work loads. Nevertheless, certain restrictions have grown up concerning access to our files and mail.

A. Confidential File Room:

We have a Confidential File Room that presently contains approximately 300 files. These files contain some top secret material, but the files in general are designated for storage in this room because of some particular high degree of care that should be afforded them. This may be because of importance of an intelligence investigation, because there may be some relation between someone mentioned in a file and some Bureau employees, obscene matters, and other reasons making it desirable to restrict the handling of these files.

B. Files Maintained in Supervisor [redacted] Office: b6 b7C

For a number of years in order to limit the chain of evidence and coordinate security intelligence gained from communication sources and other highly confidential Bureau contacts, Bureau mail pertaining to highly confidential technical surveillances and mail pertaining to current developments concerning listening devices and microphones has been kept in this office in order to restrict handling and dissemination among Bureau employees. Other highly confidential files are maintained in the office of Assistant to the Director Boardman.

EXISTING CONTROLS AND PROCEDURES FOR OTHER RECORDS:

Files:

Charge-outs for all files show the date and person to whom the file was initially charged. When the file is returned the charge-out is presently destroyed after spot-checking for accuracy. This

involves approximately 10,000 files a day. There are additional instructions that call for prompt return of files. We have a bi-monthly accounting (recharge) of files, and a semi-annual check for files that are charged out. An additional security exists, of course, in our abstracts and serialization giving us control and leads in locating a file and who may have seen it.

Mail:

Only a relatively small percentage of our mail is classified top secret. Some of it in the normal course of events will be placed in files maintained in the Confidential Room or in [redacted] office. This, however, does not take care of all mail so classified and some top secret mail may find its way into almost any of our security classification files. It is pertinent to observe that a great deal of Bureau mail at the Seat of Government is not classified until disseminated. Accordingly, memoranda and other written media, frequently more important than the highest classification of "Top Secret," are moving unrestricted through many offices and processing functions. To identify and administratively control its handling would be extremely difficult.

b6
b7C

Much of the mail marked top secret and so-called "Special Handling" mail is received in the Section by [redacted] Office and limited handling is given it in all processing units. This is done to expedite its processing more than to restrict possible circulation. Because the volume is small this procedure appears to have functioned satisfactorily and we feel that there is definite advantage in not being arbitrary in restricting the individual employees who handle it. We have found that our employees are much less curious when an enclosure, for example, is not marked obscene, than when it is so marked. To a certain extent this applies to marking "Confidential," "Secret," or "Top Secret" mail that is processed throughout the section.

POSSIBLE ADDITIONAL CONTROLS:

Files:

1. It would be theoretically possible to institute a complete log system recording the date each top secret file is requested, the name of the person requesting it, and the date that file was returned.

2. We could indefinitely maintain charge-outs which would with some degree of accuracy record the names of persons having access to the files.

3. We could try and tighten our control of persons to whom files containing top secret material could be delivered.

Mail:

1. We could develop specialists who could perform all processing functions and carry the mail through all steps including placing it in the file. Presently this type of restriction exists on a limited basis except that only one or two persons handle most of this mail in each Unit.

2. We could establish a log and receipt system for top secret mail prior to serialization and throughout all processing and initialing prior to being placed in file.

COSTS OF ADDITIONAL SECURITY:

No accurate cost can be estimated unless a detailed survey as to the volume of top secret and other highly classified confidential mail is made. This could not be effectively determined in the Records Section until the Bureau required all Divisions and the Field to label at source all potential top secret and other classified data. To do otherwise would be shortsighted and inconsistent.

OBSERVATIONS:

In spite of the fact that all Bureau employees are considered "cleared" to handle top secret material we already have restrictions as to who can routinely have access to certain top secret files and other highly classified mail being processed. On the other hand we have no permanent record as to the identity of all persons who might have seen a piece of top secret mail or handled it. We have no permanent record of the identity of persons who might have reviewed and requested a file containing top secret material. While not attempting to minimize the desirability of a more permanent control of files and mail, it is, I believe, readily apparent that such controls could be easily circumvented by the simple expedient of copying data from the record.

CONCLUSIONS:

It is believed that further restrictions on the handling of files and mail are impractical and would be extremely expensive considering the still questionable results. We can and perhaps should arrange to keep our controls (file charge-out and transfer slips) for

a longer period than 24 hours so that in the event something does occur we can identify the employee who handled the files for say a period of 6 months. Even this will be a large operation and rather expensive. Predicated on the maintenance of an estimated 559,428 charge-outs, transfer slips and recharges for a six month period, it is estimated 4 to 5 employees will be engaged full time in sequencing and filing and that 15⅓ four-drawer file cabinets will be needed to house the records. If you so instruct, we will institute this procedure immediately.

1 - 334 - 3415
4 - 353 3140
7475
16

Keep 3 yrs.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Glavin
Harbo
Rosen
Tamm
Tracy
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

TO : Mr. Harbo

DATE: July 30, 1954

FROM : L. B. Nichols

SUBJECT: STREAMLINING

Reference is made to SAC Letter Number 54-36 dated July 13, 1954. Paragraph (Q) captioned "Streamlining" set forth instructions relating to the submission of ideas on the more efficient operation of Bureau functions. The Director by memorandum dated July 6, 1954, stated each division at the Seat of Government should prepare a memorandum complying with the SAC Letter.

Attached are an original and three copies of documents each of which sets forth a suggestion in conformity to SAC Letter Number 54-36.

Attachments

cc - Mr. Jones

REW:rcw

12 SEP 24 1954

Suggs. # 734-54, 735-54, 736-54, 737-54, 738-54

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 10-27-54

FROM : W. G. EAMES

SUBJECT: SUGGESTION #837-54

Files

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

b6
b7C

[redacted] the Correlation Unit representative of the Records Section Streamlining Committee, has suggested that the Bureau purchase more durable covers and fasteners for the files in order to protect them against damage.

At the present time, we are using high quality material for all repair work and replacement of this material will accordingly occur infrequently. It is noted that the files are being used more now than ever before and they are receiving increased wear since it is necessary to transport them between buildings. This problem is further complicated by a shortage of space.

During the war years, it was not possible to obtain satisfactory file material and many of the covers placed on files during this period are now wearing out. This problem has been discussed with [redacted] and she understands that high quality material is being used at the present time.

[redacted] is a member of the Streamlining Committee and her suggestions will be acknowledged at the conclusion of this program.

WGE:jg

RECORDED - 77
INDEXED-77
EX-103

66-2319-446

29 OCT 29 1954

[redacted]

PERS. FILES

F-447

NOV 5 1954

File

October 25, 1954

PROPOSED CHANGES IN
SOG STENOGRAPHERS' MANUAL OF RULES AND REGULATIONS

SECTION 6 C

C. Calling:

Files must be called in the name of the individual who is ~~to~~ actually use them. For example, the secretary ~~of~~ to the Special Agent in Charge should call the files in her name when the ~~SAC~~ will not see them personally. Stenographers and clerks who call files for ~~Agents~~ should call them in their own name when the ~~Agent~~ will not personally review them.

Mr. Kelper

66-2256

Steno Manual Revised fmb

66-2319-

DEC 13 1954

5 8 DEC 13 1954

2-fmb

ORIGINAL FILED IN 66-2256-1

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: September 29, 1954

FROM : Executives Conference Present: Mr. Belmont
Mr. Mason
Mr. Tamm
Mr. Holloman
Mr. Rosen
Mr. Sizoo
Mr. Mohr
Mr. Nichols

Tolson ✓
Boardman ✓
Nichols ✓
Belmont ✓
Harbo ✓
Mohr ✓
Parsons
Rosen ✓
Tamm ✓
Sizoo ✓
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: REPRODUCTION OF MATERIAL AND SECURITY OF FILES

The Conference considered need for increased security in regard to reproduction of material and security of files at the Seat of Government and in the Field.

It is occasioned by recent disclosure of reproduction of Bureau communications by autostats and by a need for security of files.

The following is brief condensation of Conference considerations and recommendations. Detailed memoranda I through VII are attached.

I. PHOTOSTATS: (Attachment I)

Requisitions are required; however, identity of material photostated not clearly defined.

CONFERENCE RECOMMENDS: (1) Requisitions identify document in detail.

(2) That requisitions be maintained for three years rather than the present 60-day period.

ENCL

II. REPRODUCTION BY AUTOSTATS: (Attachment II)

(a) The Autostat is closely allied to photostating and is a quick method of reproducing documents.

(b) Machines are assigned to the Laboratory, Records Section, Statistical Section and Crime Records Section. (There

cc - Mr. Harbo
cc - Mr. Sizoo

ECK:mhr/imz

RECEIVED 24/24 NOV 16 1954

justification has been previously approved). The Conference unanimously feels that Autostat for use in inter-Division work should not require requisition but that notation should be made on each original autostated as to the number of copies prepared.

(c) Conference unanimously agrees that should one Division desire to use Autostat in another Division that requisition be prepared in form of a memorandum approved by the Assistant Director.

(d) Conference further feels that Sections which maintain Autostat machines should keep record of work not done for that particular Section.

OR OK. K.

III. CARBON COPIES OF ORIGINAL MATERIAL PREPARED BY STENOGRAPHERS AND TYPISTS: (Attachment III)

(a) Conference unanimously recommends that stenographers and typists place the number of copies made immediately under the typed initials of the dictator and stenographer.

(b) If additional copies are made following the first run, the Conference feels that the stenographer or typist should note the number of copies on the original.

(c) Conference recommends that whenever a hand-written incoming letter is copied (for convenience in reading), a notation be made on the original of the number of copies made..

OR OK. K

IV. RETENTION OF CHARGE-OUT AND TRANSFER SLIPS FOR A THREE-YEAR PERIOD: (Attachment IV)

(a) Under present system, Records Section cannot determine who has had access to a particular file. (Charge-out slips retained for 24 hours, with transfer slips which are a part of the charge-out system.)

In view of tremendous number of files pulled and transfers made, it is estimated that salary cost would be approximately $8,000 a year to keep charge-out slips for 3-year period. In 6 months charge-out slips would fill 15½ four-drawer cabinets.

New York Office opposed. Washington Field Office had no objection. (See Attachment IV).

(b) Arguments for 3-year retention of charge-outs system:

(1) We would know for three-year period the name of each person who called for file.

(2) All employees would know of this record and it would make it hazardous for an individual to improperly call for a file.

(3) If Bureau ever confronted with outside investigation (re Army-McCarthy hearings) no satisfactory explanation could be advanced as to why we did not keep some record of who had access to files.

(c) Objections to system:

(1) Bureau recruitment and training of personnel insure security.

(2) Unfaithful employee seeking to misuse file could gain access without charge-out.

(3) System would not cover serials prior to the time they were placed in file.

(d) Messrs. Belmont, Parsons, Mohr, Holloman, Jamison and Tamm voted against system of 3-year retention of charge-outs. They felt safeguards in:

(1) Investigation of personnel.

(2) Close supervision.

(3) The Bureau's administrative practice of prompt investigation of allegations of improper activities.

(e) Messrs. Sizoo, Rosen, Mason and Nichols recommended retention of charge-outs and transfer slips for 3 years.

V. PERMANENT CHARGE-OUT CARD SYSTEM FOR FILES: (Attachment V)

(a) System exceedingly costly and permanent charge-out

card for every file would cost $153,694 for the first year. Cost of posting entries on cards woula be $6,100 a year.

(b) Conference unanimously felt that a permanent charge-out system was too costly and if there was to be a record, the retention of charge-outs and transfer slips would suffice, although as indicated, Messrs. Belmont, Parsons, Mohr, Tolson Holloman and Tamm are opposed to keeping charge-outs and transfer slips.

VI. DOCKET SHEET FOR EACH FILE REFLECTING CHARGE-OUT: (Attachment VI)

(a) In order to determine who has had access to a file, be it either Supervisor or file review clerk, the Conference considered the feasibility of preparing a docket form which would be placed at the front of each file. It would carry the place to indicate whether the entire file was reviewed or only a serial reviewed, plus the date. (Sample attached marked Exhibit 1.)

(b) The requirement would be that anyone looking at the file would have to sign his name to the form.

New York opposed this idea in view of volume of files handled. (See Attachment VI). Washington Field had no objection.

Messrs. Belmont, Parsons, Mohr, Sizoo, Rosen, Holloman Tolson and Mason opposed docket sheet. OK. H.

Messrs. Tamm and Nichols favored adoption.

VII. REQUIREMENT THAT FILES BE CALLED IN NAME OF PERSON USING FILE:

(a) Conference unanimously recommended that all files be called in the name of the person who is to use the file.

(b) For example, if a secretary calls a file for an Assistant Director, it should be called in the Assistant Director's name. If a clerk calls a file for a Supervisor, it should be called in the Supervisor's name.

OK
10-11

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION # 1097-54

Date December 6, 1954

To: Director, FBI FILES

From: SA [redacted]

b6
b7C

Field Office or Division New York

SUGGESTION: Bureau rule as contained in Manual of Rules and Regulations, Section 3 (D) (2) (m), which states in part, "Status of case shall be placed on top cover of file; . . . .; pending inactive (*)" be changed so that pending inactive status no longer be placed on file cover.

Its advantages are: SAC Letter No. 54-66 (M) states in part, "In order that all pending-inactive cases will be re-activated for the preparation of the periodic reports in a uniform manner you should adhere to the following procedures. Forty-five days prior to the date each periodic report is due the pending-inactive case should be made pending active for the preparation of the report in order that the report can be submitted to the Bureau at the designated time." Under the present system utilized by New York for reviewing files assigned to

(continued on page 2)

It should save at least $ ? annually.

RECORDED-20 66-2317-47

RECEIVED 20 DEC 9 1954

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

EX-128

[redacted]

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:
This suggestions seems like a very good one and it is recommended that it receive favorable consideration for the reasons stated.

Ack 12/13/54
cc SAC Ltr - mww

Referred to SAC-E/30 &
Manual Desk for view
12/10/54 - mww

Exec Conf Memo
12/22/54 Eden/mww

James J. Kelly
(Signature)

Special Agent in Charge
(Title)

11 JAN 3 1955

JAN 15 1965

Its advantages are: (continued from page 1)

agents, the supervisor maintains no tickler and files are reviewed with the agent on a spæified day. All pending inactive cases in the security classifications are maintained assigned to agents because files are extensively active during the pending inactive status period. In order to follow Bureau rule set out in reference SAC Letter, we must depend on agents activating files. Since agents do not maintain ticklers, the number of errors in failure to activate pending inactive files at any one time will be considerable. To avoid this, it is felt desirable that when a case is placed in an inactive status, the date when it is to be made active should be placed on the assignment card, which will then make placing the case in an active status automatic. An example would be that an assignment card on a case where a pending inactive report is submitted would have not only the date of the pending inactive report, but the date of four months and fifteen days thereafter listed as the date it is to become active. In order to do this and to avoid pulling files to change the status as reflected on the cover of the file, the removal of the pending inactive status from the file cover will save considerable clerical work, both from the standpoint of putting it on the file and changing it. Experience has shown that placing the pending inactive status on the file cover serves no useful purpose to either the supervisor or the agent, nor the Chief Clerk's office. In reviewing files with agents, the supervisor does not depend on the status reflected on the cover, but rather looks into the file in order to determine its condition and status.

4

8

(J) FILES -- It is now permissible to place file numbers of auxiliary offices on the inside of the file cover. If this is done, the numbers are to be placed in the right-hand corner and may be entered in longhand. No project is desired; this may be accomplished at the time a file is being reviewed by an Agent or a Supervisor.

ORIGINAL COPY FILED IN

66-2319-✓
NOT RECORDED
141 NOV 16 1954

11/9/54
S.A.C. Letter No. 54-63

7427
NOV 18 1954

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to File No.*

November 3, 1954 WASHINGTON 25, D.C.

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

(A) REPRODUCTION OF MATERIAL - SECURITY OF BUREAU FILES -- In order that the rules governing the reproduction of material be strengthened, the following changes in procedure shall be put into effect immediately:

1. Photostats:

a. All Divisions at the Seat of Government shall in the future on the prescribed requisition (Form O-11) give a detailed explanation as to the material from which Photostats are to be made, including subject, classification and file number if available.

b. A notation shall be made on the original of the number of Photostats prepared.

c. Requisitions, in the future, will be maintained for a period of three years by the Mechanical Section.

2. Reproduction by Auto-Stat machines:

a. As you are aware, Auto-Stat machines are maintained in various Divisions of the Bureau including the Laboratory, Records Section, Statistical Section and the Crime Records Section of the Records and Communications Division. These machines are a quick and easy means of reproducing documents. In the future when one division requests another division to make Auto-Stats of certain material, it will be necessary for the request to be in the form of a memorandum and approved by the Assistant Director who is making the request.

b. It will be necessary for those divisions having Auto-Stat machines to keep the memoranda for a period of one year. Requisitions or memoranda will not be necessary for Auto-Stat work done within the various divisions; however, it will be the responsibility of the Assistant Director to make certain that proper control is exercised in connection with the Auto-Stat machines and that they not be used for improper purposes.

c. It will be necessary to make a notation on the original or the file copy (in the case of an outgoing letter) as to the date and exact number of copies made.

3. Carbon Copies of Original Material Prepared by Stenographers and Typists:

ORIGINAL NOT FILED IN 62-93745

1 66-2319 ✓

NOT RECORDED
76 NOV 18 1954

1 ENCL

50 NOV 24 1954

a. Underneath the initials of the dictator of letters and memoranda shall be placed in parentheses the number of copies prepared. (In the case of an interdivisional or interoffice memorandum, the number of copies will appear on the original.)

b. If additional copies are made following the first run, even at some later date, the stenographer or typist shall make a notation on either the original or the file copy indicating that such additional copies have been prepared.

c. When a handwritten letter is typed for the convenience of the reader, a notation shall be placed on the original indicating how many copies have been made.

4. Files shall be called in the name of the person using them.

Files must be called in the name of the individual who is to actually use them. For example, the secretary to an Assistant Director should call the file in her name if the Assistant Director will not personally review the file. Stenographers and clerks who call files for Supervisors should call them in their own name when the Supervisor will not actually review the file.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 12/22/54

FROM : EXECUTIVES CONFERENCE

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #1097-54
MADE BY SA [redacted]
NEW YORK OFFICE

b6
b7C

FILES

SUGGESTION

Bureau rule be changed so that pending inactive status will no longer be placed on file covers, investigative files.

PRESENT RULE

Manual of Rules and Regulations, Section 3D, 2n, regarding the administration of investigative files provides: Status of case shall be placed on the top cover of file; unassigned (UNA); assigned (name of employee and date); closed (C); RUC; dead; police department (name of police department); pending inactive(*).

ADVANTAGES TO SUGGESTION

Experience has shown placing pending inactive status on file cover serves no useful purpose to either Supervisor, Agent or Chief Clerk's Office. In reviewing files with Agents, the Supervisor does not depend on the status reflected on the cover, but rather looks into the file to determine its condition and status. SA [redacted] points out that in the New York Office the Supervisor maintains no tickler and that files are reviewed with the Agent on a specified day.

SAC J. J. Kelly, New York, favors the suggestion and recommends that it be considered favorably by the Bureau. SAC L. L. Laughlin, Washington Field Office, states there appears to be no good reason why the practice of marking the status of a case pending inactive on the file cover should not be discontinued, other than the fact that the present practice appears desirable in the interest of uniformity.

RECORDED 22
INDEXED 22
EX-128

66-2319-48

EXECUTIVES CONFERENCE CONSIDERATION EDM: mew DEC 28 1954

Present at the Executives Conference of 12/22/54 were Messrs. Nichols, Boardman, Mohr, Rosen, Sizoo, Trotter, Parsons, and Mason. Conference recommended unanimously unfavorable; felt the matter presented is so picayune as to not warrant a change in the Bureau's

cc-Messrs. Sizoo
Harbo

dmg

BOARDMAN

Civil file re 66-2554

FISC

2-M

27 JAN 3 1955

rules. Adoption of the rule would provide an exception to the uniform practice of having the top cover of each file reflect by pencil notation the status of the file.

RB

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12/17/54

FROM : W. G. EAMES

SUBJECT: SUGGESTION #1110-54
FILES

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

b6
b7C

[redacted] has suggested through the Filing Unit representative of the Records Section Streamlining Committee that Form 4-5, which is a file request slip, be amended to include the name and extension of the person calling a file and that the date on the form be placed in a more conspicuous place. [redacted] in effect, is proposing that a separate space be provided for the Supervisor, as well as the clerk calling the file for him. He has also proposed that the extension be written down on the file charge out if the file is requested by telephone. He points out that it is necessary to call supervisors and clerks back 650 times each day, and each time it is necessary to look up their telephone extensions on a directory.

It is not believed that the telephone extension should be listed on each call. It is necessary to call back on less than 10 per cent of the requests. It would take more time to request the extension and list it on each call received than it would to look up the extension before calling only when necessary because the file is being placed on locate. The Filing Unit feels that the present request slip is adequate since they now put the name of the caller in parentheses immediately after the name of the person who desires the file.

RECOMMENDATION:

2 ENCL 5 Unfavorable. That the attached letter be directed to [redacted]

WGE:wm
cc: Personnel file - [redacted]
Attachment
(5)

RECORDED - 5 66-2319-48
INDEXED - 5
EX-125
55 JAN 5 1955
DEC 23

4-5

#_____ Serials_____

Section_____ From_____ To_____ Copy____

Name_____ Room_____ Date_____

Subject _____

| Special | Next Delivery | Regular | Clerk | Transfer |
|---|---|---|---|---|
| | | | | |

File Out To_____ Room_____

Date_____ Subject_____

TO BE FORWARDED:

| NAME | ROOM | SUBJECT |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Present form

66-2512-458X

2

9-5

Date _____

#_____ Serials _____

Section _____ From _____ To _____ Copy _____

Subject _____

For _____ Room _____

Called by _____ Ext _____

| SPECIAL | NEXT DELIVERY | REGULAR | CLERK | TRANSFER |
|---|---|---|---|---|
| | | | | |

File Out To _____ Room _____

Date _____ Subject _____

TO BE FORWARDED:

| NAME | ROOM | SUBJECT |
|---|---|---|
| | | |
| | | |
| | | |

SUGGESTED CHANGE OF 4-5

66-2319-48X

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-7-55

FROM : W. G. EAMES

SUBJECT: SUGGESTION #12-55

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

b6
b7C

Files

[redacted] has suggested through the Classifying Unit representative of the Records Section Streamlining Committee that Bureau Supervisors be instructed to indicate the correct subject matter of files when indicating file numbers for copies of correspondence.

By Memorandum For All Bureau Officials and Supervisors dated October 5, 1953, Supervisors were instructed to advise the Records Section of the title of the file and the file number when it was desired that a copy of a communication be placed in an additional file. Since [redacted] has suggested the reiteration of existing instructions she has been orally thanked and no formal acknowledgement is believed to be necessary. We will attempt to handle this matter on an individual liaison basis with the various Sections in order that it might be discussed in their next conference.

RECOMMENDATION:

That no further action be taken.

WGE:nle
(5)

CC: Personnel file of [redacted]

EX-115

RECORDED - 15 116-23121-49

INDEXED - 15

21 JAN 14 1955

JAN 18 1955

2 - Adm

PERS. FILES

STANDARD FORM NO.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-8-55

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM : W. G. EAMES

SUBJECT: SUGGESTION #101-55

Bureau Files

The Training and Inspection Division has requested your views on the attached suggestion which was submitted by [redacted] a Grade GS-3 File Clerk in the Filing Unit, who entered on duty 10-11-54.

[redacted] proposes that a certain number of employees be assigned to read information from the files to an Agent when he requires specific information from the file which can be readily obtained by a File Clerk.

[redacted] the Agent Supervisor of the Filing Unit, discussed this suggestion with [redacted] and advised him that the File Review Unit has been providing this service for several years. [redacted] stated that he would not have submitted the suggestion if he had been aware that this service was furnished as explained to him by [redacted]

RECOMMENDATION:

That this matter be referred to the Training and Inspection Division for appropriate action.

WGE:jg
(4)
cc - Personnel file - [redacted]
Attachment

ADDENDUM BY TRAINING AND INSPECTION DIVISION: 3/10/55 DJD:mew

It is recommended that no further action be taken on this suggestion because the employee suggested a practice which has been in use for sometime and he has now been advised of that fact. This employee has already been thanked for his interest in submitting this suggestion.

2 ENCL.

66-2312-50

EX-112 RECORDED - 43

INDEXED - 43

MAR 15 1955

62 MAR 24 1955

PERS. FILES

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

# 101-55

EMPLOYEE SUGGESTION

Date: 3-2-55

To: Director, FBI

b6
b7C

From: [redacted] Division of assignment: Four

SUGGESTION: That a certain number of employees be assigned to read information off files when an agent just wishes some names or any small amount of information, dates, titles, addresses, etc.

Current practice or rule (include manual citation as well as facts):

To have the file charged out and the Agent reads it and throws it out.

Advantages of suggestion:

It would save a great many charge outs & locates. Would cut down on the number of files delivered and picked up and those piling up in the offices.

Disadvantages of suggestion:

***The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.***

/s/ [redacted] ENCLOSURE
(Signature of suggestor)

Recommendations and comments of Division Head:

Ack 3/7/55-hec
cc: Mr. Nichols
Ref to Rec. & Comm. Div.
for review 3/7/55-hec

Memo to Nichols w/ltr 3-8-55

66-2319-50

RECORDED - 43
EX-112

MAR 15 1955

(Signature & Title)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to File No.*

February 14, 1955 WASHINGTON 25, D.C.

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

(A) FILES -- I want to emphasize to each of you the importance of complete and constant compliance with existing rules and procedures prescribed for the efficient handling of Bureau files. We now have approximately 4½ million files here at the Seat of Government and more than 8,000 are charged out or returned to files each workday. You are reminded that the following rules and procedures will, if carefully observed, enable you to obtain files promptly when needed:

1. You should refrain from holding a file for more than 48 hours and files should be returned to the Records Section after they have been charged out for a period of five working days. If needed for a longer period, the approval of the Assistant Director in charge of your division must be obtained.

2. On the second Wednesday of each month each Assistant Director is responsible for a complete check of all files and serials in possession of Supervisors and clerical employees in his division. Also, he is required to report the results of this check to Mr. Tolson, listing the number of serials and files in the possession of each employee for more than five days.

3. The transfer of files from one person to another, even though within the same unit, section or division, must be reported by calling Extension 421 except where the file is going forward with current outgoing mail attached. A stenographer who receives a file when given dictation should transfer the file, otherwise the responsibility rests on the employee in whose name the file was last charged.

4. Bimonthly, on the last Friday, each Assistant Director is responsible for the preparation of an inventory of files in his division as of 9 a.m. Each file in possession of a supervisor over five working days is to be identified on the list by an asterisk. This inventory is prepared on "recharge" sheets (Form 4-4) and is forwarded to the Filing Unit, Records Section, where separate recharge slips are prepared on all files listed. After these recharge slips are attached to appropriate charge-outs previously prepared when the file was pulled, a search is made of all file storage cabinets and any file charge-out not recharged by this process is placed on locate in the event it has been out more than five working days.

65 FEB 25 1955

66-2319-1

NOT RECORDED

128 FEB 24 1955

ORIGINAL FILED IN 66-02-1390

If each of you will assume the necessary personal responsibility for compliance with the above rules and procedures in each instance where a Bureau file is in your possession, you will find that Bureau files will be more readily available to you when needed. I am certain the Bureau can count on your continued full cooperation in this matter.

Very truly yours,.

John Edgar Hoover

Director

Mr. Tolson 2/8/55

R. T. Harbo

FILE INVENTORY - LOCATES
RECORDS SECTION

SYNOPSIS

At the Director's instruction a check has been made of Bureau files and enclosures recently reported as unaccounted for by Records Section. Five of thirty-five such items had been charged out for over six months. The Director asked why charge outs are allowed for such extended periods. Longest unaccountability period is one year.

Current rules require that files be returned to Records Section after five working days unless approval of Assistant Director is obtained. On second Wednesday of each month each Assistant Director is responsible for complete check of all files and serials in his division to determine if mail is being properly handled and report to Mr. Tolson is required listing serials and files held beyond five-day limit. Supervisor's Manual also requires transfer of files from one person to another by calling Extension 421. Bimonthly, on last Friday, each Assistant Director is responsible for preparation of inventory of files in his division, files held more than five days to be identified by asterisk. This inventory prepared on "recharge sheets" forwarded to Records Section. These rules keep to minimum any file charge outs for extended period.

Mr. W. G. Eames, Section Chief, Records Section, advises that great majority of Bureau Officials and Supervisors abide by current rules regarding charge out and transfer of files as evidenced by fact only thirty out of 42 million files are now unaccounted for (five have been located since matter reported on 2/3/55). As constant check on whereabouts of files, Records Section carries out program as follows: (1) Five percent of work of employees who pull and replace files is checked daily; (2) Upon receipt of "recharge sheets" submitted bimonthly, recharge slips are prepared on all files listed, and attached to previous charge-out slip for that file; a check is then made of all file storage drawers and any files not recharged that have been out more than five days are put on locate; (3) Semiannually, in April and October, complete file inventory made of all Bureau files; (4) All files found missing are put on locate by special Missing Files Desk which keeps systematic, thorough search. This desk annually locates hundreds of files and is now looking for the 30 unaccounted for files. A file unaccounted for through two semiannual inventories is reconstituted. (5) Constant effort made by all Records Section employees to spot missing files; majority of such files are found to have been misfiled and usually are thin files of one or two serials, easily caught on other files.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

ORIGINAL FILED IN 62-104070-37

NOT RECORDED
167 FEB 18 1955

58 FEB 23 1955

cc: Mr. Nichols

AGG:nfp (6)

Above procedures normally discover which files are unaccounted for no later than two months after charged out, or much sooner in many instances, and semi-annual inventory provides added safeguard. Considering Bureau has 42 million files and handles more than 8,000 daily, present system appears to work efficiently. May be desirable to reiterate present instructions to Bureau Officials and Supervisors to assure maximum efficiency of present safeguards.

RECOMMENDATIONS:

1. That the Records Section of the Records and Communications Division, continue to exert every effort to reduce to an absolute minimum the number of files and enclosures unaccounted for at any time, and that it be alert for any new procedures which might be helpful in achieving this goal. Accuracy in the handling of files should be stressed with all employees having any duties involving Bureau files.

Even one lost file is one too many !!

2. That the attached memorandum to all Bureau Officials and Supervisors be approved calling attention to the specific responsibilities each has in the handling of Bureau files so as to assure that no files will become unaccounted for and all will be promptly available when needed.

DETAILS

b6
b7C

At the Director's instruction Supervisor [redacted] of the Inspection Staff has looked into the matter of Bureau files and enclosures recently reported as unaccounted for by the Records Section. Five of the thirty-five items reported as missing on 2/3/55 had been charged out for a period of over six months. The Director has asked why charge outs are allowed for such extended periods.

CURRENT RULES ON FILE CHARGE OUTS:

1. The Manual for Bureau Supervisors, Section 20, subsection (13), page 12, provides that supervisors should refrain from holding a file or mail for more than 48 hours and that files should be returned to the Records Section after they have been charged out for a period of five working days. If needed for a longer period, the approval of the Assistant Director in charge of the Division must be obtained.

2. In addition, Supervisor's Manual, Section 20, subsection (20), page 13, provides that on the second Wednesday of each month each Assistant Director is responsible for a complete check of all files and serials in possession of supervisors or clerical employees in his Division to determine if mail is being handled promptly and proper action being taken. Each Assistant Director is required to furnish you a report on the results of this check giving the number of serials in the possession of each supervisor for more than five days and the number of files held beyond the five-day limit.

3. The Supervisor's Manual also requires that the transfer of files from one person to another must be reported immediately by calling extension 421. The responsibility for transferring a file in the first instance is on the employee receiving it from the Records Section, except where a stenographer receives a file when given dictation. In such a case the stenographer is required to report the transfer.

4. Bimonthly, on the last Friday, each Assistant Director is responsible for the preparation of an inventory of the files in his division. This inventory is to report the files in the division as of 9 a.m. and each file in the possession of a supervisor over five days is to be identified by an asterisk. This inventory is prepared on "recharge sheets" (Form - 4-4) and is forwarded to the Filing Unit of the Records Section.

RECORDS SECTION CONTROLS:

Mr. Kendall G. Eanes, Chief of the Records Section, advised that employees of his Section constantly are on the alert for improperly filed serials and files and for files or serials which have been charged out for more than the permitted period. Due to the large volume of such charge outs (more than 4,000 daily) it is not practical to maintain a tickler on each one whereby a reminder could be sent within a day or two after the permitted time has expired. In many instances files held too long are spotted by the fact someone else requests the same file and it becomes necessary to place that file on locate for the new request. In view of the fact the Bureau now has approximately 4½ million files it is not practical to check the whereabouts of all files too frequently although this now is done semiannually and to a lesser degree through the bimonthly recharge system mentioned above under item #4.

The responsibility for seeing to it that Bureau files are released for prompt return to the Records Section lies with the Bureau Officials and Supervisors who request the files. Each file requested is charged out in the name of the person for whom it is requested. If that person returns it promptly or transfers it as required, the present system should work effectively. Mr. Eanes feels that the great majority of Bureau officials and supervisors presently are complying with the required procedures as evidenced by the fact only thirty files out of 4½ million are now unaccounted for (five have been located since this matter was reported on 2/3/55).

The Records Section maintains the following controls over the Bureau's files:

1. As a constant check on the accuracy of the work of employees assigned to pull and return files, the Records Section regularly checks 5 percent of all such work performed. The Bureau presently has approximately 4½ million files and over 6,000 of these either are charged out or returned to file each work day. During the most recent inspection of the Records Section (9-27 to 10-20-54) it was noted that of all file requests received an average of 12 percent of the files already are charged out and must be put on locate, resulting in an average of 600 such locates per day.

2. Upon receipt of the "recharge sheets" (Form 4-4) prepared bimonthly by the several Seat of Government divisions, as

set out above under item #4, the Records Section prepares a red recharge slip on each item listed in the "recharge sheets." These slips then are taken to the storage cabinet where the files belong and the red slip is attached to the charge out previously placed there. This serves to bring the charge out up to date and provides a chain of possession for the file in the event it later is found unaccounted for before it returns to file. After the red recharge slips are placed appropriately, the file storage drawers are checked for any remaining charge out slips which represent files not recharged under the bimonthly recharge system. Such chargeouts, if more than five days old, are immediately placed on locate. Prior to February 25, 1953, these recharge procedures were required on a monthly basis. They were reduced to bimonthly as an economy and streamlining measure. Messrs. Eames and [redacted] of the Records Section can see no justification for again requiring them to be made monthly since their records indicate there are fewer files unaccounted for now than when the recharge was made monthly. b6 b7C

3. Semiannually, in April and October, a complete file by file check or inventory is made by the Records Section. This is a tremendous task but serves to provide an accounting for each of the Bureau's 43 million files twice each year. Some files not otherwise located are found during this check.

4. Any file found unaccounted for as a result of the semiannual inventory, from the bimonthly recharge system, or by any of the regular daily procedures of the Records Section, is referred to the Missing Files Desk of that Section. This desk devotes full time to a systematic search for missing files and is credited with locating many hundreds of files annually. As an example of the effective work of this desk, the memorandum from Mr. Eames to Mr. Nichols dated 2/2/55, which is the basis for this survey, reported thirty-five files were unaccounted for. Between that time and 2/7/55, five of the missing items were located, leaving thirty items yet to be found, all of which were found to be missing during 1954. The number of such items fluctuates constantly as some are located and new items discovered to be unaccounted for. A file that continues to be unaccounted for through two consecutive semiannual inventories is reconstituted as nearly as possible. This can be accomplished through use of abstracts.

5. Supervisor [redacted] Filing Unit, Records Section, advises that in connection with the present number of 30 files and enclosures unaccounted for, a constant effort is

made to keep the number at the lowest possible figure; that present rules and procedures work satisfactorily in most instances in getting files back into the Records Section; that a majority of unaccounted for files are thin, one or two serial files, and are found to have been misfiled although others are discovered to have been changed to another file and the notation that this was done has been misplaced. Also, some files which have been on locate for an extended time suddenly come "floating" back into the file cabinet without any indication where they have been.

OBSERVATIONS:

1. Current rules relating to the charge out and transferring of Bureau files, if followed closely by Seat of Government officials and supervisors, provide an effective means of keeping the length of time files are charged out to a reasonable minimum, and will prevent such charge outs running into an extended period.

2. Records Section controls provide workable means of detecting when files have become unaccounted for and of locating such files as rapidly as possible.

3. Although Records Section officials believe the great majority of Bureau officials and supervisors now comply with rules and procedures set up for the efficient handling of Bureau files, it may be desirable to reiterate these rules and procedures for Bureau officials and supervisors to assure continued cooperation in this important matter.

FEDERAL BUREAU OF INVESTIG
UNITED STATES DEPARTMENT OF JUSTICE

# EMPLOYEE SUGGESTION

101-55

3/8

Date: 3-2-55

To: Director, FBI

Bureau Files

From: [redacted]

Division of assignment: Lab

b6
b7C

SUGGESTION:

That a certain number of employees be assigned to read information off files when an agent just wishes some names or any small amount of information. Dates, titles, addresses, etc.

Current practice or rule (include manual citation as well as facts):

Do have the file charged out and the agent reads it and throws it out

Advantages of suggestion:

It would save a great many charges & locates. Would cut down on the number of files delivered and picked up and those piling up in the offices.

Disadvantages of suggestion:

None

*The use by the United States of my suggestion will not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.*

RECORDED 66-2319-5V

INDEXED

EX-107

[redacted]
(Signature of suggestor)

Recommendations and comments of Division Head:

ack 3/8/55 - hsc
cc: Mr. Nichols
Referred to Rec. & Com. Dept
Ltr rec'd 3/7/55 - hcc

Hoover Rec'd

6C MAR 24 1955

(Signature & Title)

Employee's file assigned to [redacted] from files

UNITED STATES DEPARTMENT OF
FEDERAL BUREAU OF INVESTIGATION

417-55

EMPLOYEE SUGGESTION

Files -

Date 5-11-55

To: DIRECTOR, FBI

From: SA [redacted]

b6
b7C

Field Office or Division ST. LOUIS DIVISION

SUGGESTION:

It is suggested that on future printings of File Fronts, FORM NO. 1-D of I., U. S. Government Printing Office No. 16-52991-2, that the words "BUREAU FILE # _____" or "BUFILE _____" be added underneath the word "INVESTIGATION".

Its advantages are:

It will eliminate the necessity of writing in or stamping "BUFILE" on file fronts in Field Offices. It will also serve as a reminder for clerical employees to insert the Bureau file number.

It should save at least $_____ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

ack 5/18/55 - Rec advising new adopted.

[redacted]

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:
The Bureau rules require that where available the Bureau file Number be placed on the outside of the file jacket. The suggestion made by SA [redacted] would not only assist the Clerical Employees in serving as a reminder that the Bureau file number should be added, but would also save the time necessary to identify the file number. It is recommended that the suggestion be adopted.

J. E. Miles
(Signature)

SPECIAL AGENT IN CHARGE
(Title)

JEM:wma
(5)
67-[illegible]

RECORDED-27 66-2319-52

INDEXED-27

8 MAY 13 1955

MAY 27 1955

Harris
TWO

To Files -

PROPOSED CHANGE IN THE FBI HANDBOOK

The FBI Handbook, Part I, 41A, page 26b, should be amended to read as follows:

41A. FILE NUMBERS

A. Intra-Bureau correspondence
Include Bureau file number and the file numbers of all offices, if known, receiving copies of the correspondence on all intra-Bureau correspondence except teletypes. Set forth immediately after the name of the sending and receiving offices.

B. Correspondence with local intelligence agencies
Include the file numbers of agencies to which the correspondence is directed, if available, as follows:
(1) In letters and memoranda place file number beneath caption.
(2) In Bureau reports disseminated to an intelligence agency, place reference file number in distribution block opposite title of agency to which report sent.

C...

UNRECORDED COPY FILED IN 62-13547-7320

RECEIVED REARDEN ROOM FBI 1955 AUG 27 PM 5:

INDEXED - 71
EX-107

66-2319-53
NOT RECORDED
1 AUG 9 1955

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

1 AUG 16 1955

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to File No.*

October 6, 1955 WASHINGTON 25, D.C.

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

(A) RECORDS SECTION - RETURNING FILES -- You are again reminded of the existing rule that files must be returned to the Records Section within 5 working days unless permission is obtained from the head of the Division to keep them longer. No file should be retained any longer than absolutely necessary. The cooperation of all personnel is essential in order to meet the Bureau's deadlines with a minimum of personnel in the Records Section.

Very truly yours,

John Edgar Hoover

Director

2 ENCL. filed with orig

59 OCT 13 1955

66-2,312-1

NOT RECORDED

46 OCT 11 1955

66-02-1 Copy 1

ORIGINAL COPY FILED IN

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4-20-56

FROM : W. G. EAMES

Files

SUBJECT: SUGGESTION #715-56
RECORDS SECTION STREAMLINING COMMITTEE

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

b6
b7C

SUGGESTION: [redacted] GS-6 supervisor in the Filing Unit, has suggested through the Filing Unit representative of the Streamlining Committee that all International Workers Order membership lists maintained as enclosures in File 61-7341 (International Workers Order file) be placed in legal file fronts and backs along with the cover letter. This suggestion does not come within the purview of [redacted] duties.

PRESENT PROCEDURE: These membership lists are folded and placed as an enclosure in the file or behind the file. They are used extensively because of the volume of indexing and the nature of the information contained therein.

ADVANTAGES: (1) Lists would be more readily available.

(2) Lists would be maintained in better order and would present a neater appearance.

(3) Some space would be conserved.

DISADVANTAGES: Employee time necessary to do this project.

SAVINGS: Impossible to convert to tangible monetary savings. However, savings in most part will consist of intangible factors in that list will be more readily available and maintained in better order. Any savings accrued will be nullified to a large extent by the cost of adopting the suggestion.

OBSERVATIONS AND CONCLUSIONS: Suggestion has some merit. As a result of this suggestion and a similar suggestion (#714-56 submitted by [redacted] Filing Unit employee), a project will be instituted when personnel is available to place the International Workers Order lists in legal file fronts and backs as suggested. It is pointed out there are a large number of enclosures that will have to be changed and personnel is not available at this time to undertake such a project. In view of the nature of this suggestion and the fact that a similar suggestion has been submitted by another employee, the attached letter of acknowledgement is deemed sufficient.

RECORDED - 84
INDEXED - 84
EX - 134

62-23147-

APR 30 1956

WWM:nle
Enclosure
(5)
CC: Personnel file of [redacted]

62 MAY 8 1956

(See Recommendations second page)

Memorandum to Mr. Nichols 4-20-56
Re: Suggestion #715-56

RECOMMENDATIONS:

(1) Favorable, when personnel available to undertake project.

(2) That the attached letter be forwarded to [redacted] b6 b7C

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION # 831-36

Date: June 8, 1956

To: Director, FBI

From: SAA [redacted] Division of assignment: ALBUQUERQUE

b6
b7C

SUGGESTION: In complicated and involved cases where there are over ten offices handling investigation in a particular matter, or where a file has exceeded one volume, that there be a summary sheet, similar to an indices check list and not serialized, placed as the top serial in the file to show the file number of the offices involved, and in fugitive cases or cases where an identification is to be made by photograph, reflect which offices have been furnished a photo of the subject. This summary sheet could be limited to the file of the OO. This list can be kept current by the SA to whom the case is assigned when new mail is received or a new office is included in the investigation.

Current practice or rule (include manual citation as well as facts):

None known.

Advantages of suggestion: Save time of SA when sending leads to another office for location of that office's file number. If an auxiliary office requests the OO to furnish another auxiliary office with a photograph, it can be determined immediately whether or not that office has previously been furnished a photograph. It is believed this will expedite handling of administrative work in cases having any volume.

Disadvantages of suggestion: No particular disadvantage known.

RECORDED - 65 66-2319-56

Ltr designated for employee personnel file

*The use by the United States of my suggestion shall not form the basis of a just claim of any nature by me, my heirs, or assigns upon the United States.*

[X] Mr.
[ ] Mrs.
[ ] Miss

[redacted]
(Signature of Suggester)

Recommendations and comments of Division Head:

See attached sheet.

(Signature & Title) SAC

Recommendations and comments of Division Head:

I do not feel that this should be made an administrative requirement on a Bureau-wide basis. If the Agent to whom the case is assigned wishes to keep such a list in his work box to assist him in administering his own case, I see no objection to it but I am opposed to a top serial in the file. It has been my experience that top serials such as this eventually become buried in the file and sometimes become erroneously serialized or cause a mis-serialization.

STANDARD FORM NO. 64

# Office Memorandum · UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 7/2/56

FROM : E. D. Mason

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Trotter
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #831-56
Made by SA [redacted]
Albuquerque Office

Files

b6
b7C

SUGGESTION: In complicated and involved cases where there are over ten offices handling investigation in a particular matter, or where a file has exceeded one volume, that there be a summary sheet placed as the top serial in the file to show the file number of the offices involved, and in fugitive cases or in cases where an identification is to be made by photograph, reflect which offices have been furnished a photo of the subject. This summary sheet could be limited to the file of the office of origin and would not be serialized into the file. The list can be kept current by the agent to whom the case is assigned when new mail is received or a new office is included in the investigation. Field Office File Numbers

ADVANTAGES STATED: Save time of agent when sending leads to another office for location of that office's file number. If an auxiliary office requests the office of origin to furnish another auxiliary office with a photo, it can be determined immediately whether or not that office has previously been furnished a photo. Agent [redacted] believes the suggestion will expedite handling of administrative work in cases having any volume.

OBSERVATIONS: SAC Johnson, Albuquerque, believes the suggestion should not be made an administrative requirement on a Bureau-wide basis. SAC Johnson is opposed to a top serial in the file, but believes there is no objection to the agent keeping such a record in his work box to assist him in administering his own case. He states that it has been his experience that top serials such as the suggested one eventually become buried in the file and sometimes becomes erroneously serialized or cause a mis-serialization.

Inspector [redacted] Records and Communications Division recommends unfavorably. Training and Inspection Division agrees with SAC Johnson and also recommends unfavorably.

RECOMMENDATION: That the suggestion not be adopted.

Voted by form Dale 7/3/56

66-2319-57

RECORDED - 65

cc - Personnel file

[redacted] with cc of suggestion form.

6 JUL 19 1956

21 JUL 11 1956

INDEXED - 65

2 - Cpt

EX-12

Summary sheet placed as top serial in file

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: 8-3-56

FROM : L. B. NICHOLS

SUBJECT: TRANSFERRING OF FILES in Division Five

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

The recharge inventory of files on July 27, 1956, disclosed that a limited number of files had not been properly transferred. Attached is a listing of discrepancies affecting personnel of your division.

HES:gmb
(2)

ENCL. 1

66-2319-58

11 AUG 14 1956

RECORDED - 75
INDEXED - 75

68 AUG 20 1956

*SECURITY DIVISION*

| *FILE #* | *FILE ORIGINALLY CHARGED TO* | *ROOM* | *DATE* | *FILE RE-CHARGED TO* | *ROOM* |
|---|---|---|---|---|---|
| *100-417328* | [redacted] | *1252* | *7-24* | [redacted] | *6120 IB* |
| *100-230811* | | *1266* | *7-25* | | *6118 IB* |
| *100-134207* | | *1641* | *7-27* | | *6118 IB* |

b6
b7C

ENCLOSURE 66-2319-58

FD-252
(12-14-54)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

EMPLOYEE SUGGESTION # 45-57

Date: July 24, 1956

To: Director, FBI

From: [redacted] Division of assignment: Detroit, Michigan

b6
b7C

04438

SUGGESTION:

Take one 10 x 10 red card and cut 5 two inch strips. When charging out a serial or serials from a closed file place the strip on top of the most recent serial or the section from which the serial or serials are taken, then place the charge out on top of the red strip.

Current practice or rule (include manual citation as well as facts):
Rules and Regulations Manual; Section 3, page 11 part 4 (a3): To charge out serials and exhibits. The red 10 x 10 inch card is inserted in the file in the space from which the serial was withdrawn. (Con't p. 1a)

Advantages of suggestion:

One red card cut into strips would be serving a twofold purpose. The two inch red strip is sufficiently large to be noticed in closed files to indicate that serials are charged out. The red 10 x 10 cards would continue to be used in charging out entire files. Time will be saved by placing the red strip under the charge out to begin with instead of taking the file apart for other serials which have already been charged from file. The file itself will be easier to handle and will give a neater appearance.

Disadvantages of suggestion:

None

RECORDED - 4
INDEXED - 4

66-2319-359

28 JUL 26 1956

JUL 26 1956

*The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.*

Mr.
Mrs.
X Miss [redacted]

(Signature of Suggester)

Recommendations and comments of Division Head: This definitely will save considerable clerical time. Therefore, it is recommended that this suggestion be adopted.

Charles W. Brown
(Signature & Title) Charles W. Brown
Special Agent in Charge

Current practice or rule (Con't):

If more than one serial is withdrawn from a section of a closed file, only one red card is to be used per section.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 8/10/56

FROM : E. D. Mason

SUBJECT: SUGGESTION #45-57
Made by [redacted] b6 b7C
Detroit Office

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Records Office Staff

*SUGGESTION:* That instead of using a 10" x 10" red card for indicating serials removed from closed sections of files, use only a 2" by 10" strip. Present rules require that when a serial is removed from a closed section of the file, place a 10" x 10" red card in the position from which the serial was removed and place the charge-out slip on top of the last serial in that section. Suggester proposes that the 2" by 10" strip be placed on top of the last serial just under the charge-out slip and secure it with the acco fastener. Present regulations require that only one red card be used per section irrespective of the number of serials charged out. The red card acts as a flag to indicate that serials are charged out from that section.

*ADVANTAGES STATED:* Suggester believes that the 2" x 10" stip is sufficiently large enough to indicate that serials are charged out. The file will be neater and easier to handle. Suggester believes time will be saved in not having to move the red card every time a serial is replaced in the file as it will stay in one position until all serials have been returned.

*OBSERVATIONS:* SAC Brown, Detroit, recommends favorably as it will save time.

ASAC Fletcher, WFO, sees no advantage to the suggestion and recommends unfavorably. He believes the 10" x 10" card should continue to be used as it is more substantial. Washington Field Office has no problem in connection with moving the red card when serials are returned as the card is slipped into the file without first securing it with acco fastener.

Mr. Waikart, Records and Communications Division, agrees with ASAC Fletcher.

RECORDED - 4 66-2319-60

INDEXED - 4

AUG 31 1956

Training and Inspection Division notes a similar suggestion was made that the 10" x 10" red card be cut to 2" x 10" and used for same purpose as the 10" by 10" card. The suggester felt that the larger card hampered easy handling of the file and thought it would be more economical. The Executives Conference recommended on 1/18/52 that this suggestion not be adopted as it was felt that the larger cards were more distinctive and better served the Bureau's needs. The Director agreed with the recommendation of the Conference.

6 C SEP 6 1956

*RECOMMENDATION:* That the suggestion not be adopted.

cc ceh (3)

Employee Suggestion
FD-252 (11-14-55)

0 211-57

Date: 10-22-56

To: Director, FBI

From: Security Patrol Clerk GS-5

Employee assigned to (Division): San Antonio, Texas

b6 b7C

SUGGESTION

It is suggested that the front ~~of~~ file covers of files pertaining to armed and dangerous, or otherwise dangerous fugitives be stamped in large letters with the words " DANGEROUS FUGITIVE".

Files

Current practice or rule (Include manual citation as well as facts)

There are no markings on file covers at present to indicate the type of fugitive the file pertains to.

Advantages of suggestion

1. Would be an instant reminder to the case supervisor as to the danger of the subject, so that he could warn the agent to use caution in handling leads.
2. Would serve as a warning to the agent each time he acts on the case to be careful, and to secure aid if apprehension appears imminent.
3. Would remind supervisors and agents to alert other offices concerning danger of fugitive when setting out leads.

Disadvantages of suggestion

None known.

INDEXED - 44
RECORDED - 44

66-3319-611

Annual Savings (Show basis for estimate)

Unable to estimate.

11-29

20 ~~OCT~~ 25 1956

Letter to empl 10/31/56 - ceb. FX-125

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

64 DEC 6 1956

Mr. Mr. Mrs. Miss

Signature and Title of Suggester

Clerk

Recommendations and comments of Division Head: I believe that the above suggestion has been made on numerous occasions; however, if the Bureau has not considered it, it is recommended that it be considered because I feel that it has merit and would be of considerable assistance.

Signature and Title

cc - designated employees personnel file

PERS. FILES

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 12-10-56

FROM : L. E. SHOBEY

SUBJECT: SUGGESTION #283-57

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Files

Supervisor [redacted] Investigative Division, suggested a carbon copy of file request form 4-5 be used as a routing slip on files in lieu of form 4-49. His calculations reflect direct savings of more than $13,000 and indirect savings of $13,000.

The Records Branch does not consider the suggestion feasible for numerous reasons which will be set forth in detail in this memorandum. Further, Records Branch personnel believe that the suggested procedure would result in a more expensive operation and effect no savings.

PRESENT PROCEDURE: Requests for files are recorded on charge-out slips form 4-5. Employees assigned to handle telephone calls prepare serial marker form 4-49 in connection with their duties. These two forms are attached to a charge-out back with form 4-49 on top. Employee drawing file removes file from cabinet, inserts serial marker in proper place, places charge-out in the cabinet. Basic data on the serial marker form 4-49, such as, method of delivery and date are stamped on the form by use of a tickometer. Employee handling telephone duties writes supervisor's name, room number and subject matter in ink. Serial marker form 4-49 serves two purposes: (1) to indicate serial requested, (2) to designate method of delivery, date file pulled and the supervisor who requested the file.

PROPOSED PROCEDURE: Requests for files would be recorded on form 4-5 in duplicate. It is suggested that the form be prepared in a manner similar to a Bureau abstract which is a snap-a-pack unit and the original and copy are detached by tearing off the perforated bottom portion of the abstract slip. If suggested procedure adopted, employee drawing file would be required to separate charge-out after removal of the form from the charge-out back. The original would be inserted in the cabinet drawer and the copy attached to the file. It would be necessary for the employee to properly dispose of the carbon paper as well as the

LLS:gak
(3)

RECORDED - 54 66-2319-62
INDEXED - 54

EX-117

10 DEC 28 1956

64 JAN 8 1957

PERS. FILES

UNRECORDED COPY FILED IN 66-7181-319

perforated portion which has been torn off. In this connection, it is noted that it would be necessary to utilize form 4-49, serial marker, to appropriately mark pertinent serials in the file requested. This is a service which we furnish to supervisory personnel to permit quick and ready access to specific material in the file.

b6
b7C

For the purpose of clarity, comments are made on each of the following items listed as advantages by [redacted]

(1) Obviate additional clerical operation of the preparation of separate routing card.

The term "routing card" is used by [redacted] to describe form 4-49, which is a serial marker. In connection with this stated advantage, it is noted that the Records Branch prints pertinent data on the serial markers by the use of the tickometer. The tickometer processes 3,000 serial markers per hour. Based upon a grade GS-3 salary, labor cost for the operation is approximately $1.65. The other information appearing on the serial marker, which includes supervisor's name, room number and subject matter, is placed there by employees within each subunit who are assigned to receiving telephone requests for file service. They prepare the serial markers between calls and in addition, perform a variety of clerical type work. Accordingly, this procedure does not appear to be a factor in connection with the suggestion, inasmuch as the basic information is printed on the serial marker in volume by machine and the supplemental data is recorded by employees who, of necessity, must remain at a desk to handle telephone coverage.

(2) Increase production by clerical personnel pulling files.

The proposed procedure would delay substantially the employees engaged in drawing files inasmuch as numerous additional clerical functions would be required on their part. In removing the files it would be necessary to separate charge-out slips, dispose of carbon paper and the perforated portion

and in addition, it would be necessary to insert appropriate serial markers in the files. Under the present procedure the employees drawing files perform two basic functions: (1) inserting the charge-out card in the drawer and (2) placing the serial marker in file. Under the proposed system these two steps would still be necessary and in addition, they would be required to appropriately handle the copy of the charge-out form.

(3) Decrease over-all time taken in processing file requests.

It is the considered opinion of the clerical supervisory staff in Filing Unit that the proposal would not decrease processing time. In this connection, it is pointed out that most of the supervisory staff, Seat of Government, co-operates with the Records Branch in excellent fashion and when requesting files in a routine manner, have the charge-out slips prepared in their own offices. The slips are then routed to the Records Branch where the files are drawn and delivered. Invariably, these requests are received with the supervisor's name and room number hand stamped. Experiments on the abstract slip reflect that the stamp impressions left on the original are not transmitted to the copy. Accordingly, it would be necessary for the supervisor or his staff to prepare all charge-outs in longhand or stamp both the original and the copy. In addition, it does not appear that pen and ink would be satisfactory for use in writing charge-out slips unless a ball point type pen were utilized. Also, in handling large specials within the Records Branch, when it is not uncommon to draw and deliver 1,000 files, we would have to resort to longhand to write the supervisor's name and room number. Presently, we use a rubber stamp for both the name and room number on the charge-out slip.

(4) Hasten the availability of files to parties requesting them.

The suggested procedure proposes that the copy of form 4-5 be attached to the front of the file to

be delivered. Presently, the serial marker which extends beyond the edge of the file is used to record delivery data. In connection with sorting files for delivery as well as the actual function of delivering the files, it would be necessary to physically handle each and every file because the delivery data would be attached to the top of the file. Presently the serial marker is clearly visible to the employee handling sorting functions and delivery duties and even though files are stacked on trucks, pertinent data is available without looking at each individual file. It is also noted that the delivery date recorded on the serial marker 4-49 is for the convenience of the supervisors who are required to comply with the Bureau's rule concerning the retention of files for a period exceeding five days. With the serial markers in file, it is a simple matter for a supervisor to check files in cabinet drawers by referring to the date plainly visible on the serial marker. Under the suggested procedure, it would be necessary to handle each file individually inasmuch as the data would not be readily available.

(5) Avoid the element of human error in copying information from a request form to a routing card, thus preventing possible misrouting of files.

The element of human error is involved in all clerical operations; however, from experience, we have found that the most frequent cause of errors is the recording of incorrect information at the source. Employees taking requests over the telephone can, of course, misinterpret the caller's instructions or transpose file numbers or room numbers. This difficulty would not be alleviated by the proposed procedure.

ESTIMATED SAVINGS: [redacted] has estimated a direct savings of $13,446.45. This calculation is apparently based on the fact that all data on serial marker form 4-49 is hand stamped. As previously indicated, the basic information is placed on the marker by machine which produces 3,000 units per hour. The

b6
b7C

calculation in the suggestion is based on the fact that 120 units would be produced in one hour.

The abstract slip utilized by the Bureau is prepared by the Government Printing Office. The last supply cost the Bureau $2.50 per thousand. On this basis, one million such forms would cost $2,500. In this connection it is noted that the abstract slip is too small for use as a charge-out and in addition there is no printing on the abstract slip. Accordingly, a charge-out form 4-5 prepared in the same manner would undoubtedly cost a great deal more. The Mechanical Section advises that one million charge-out slips form 4-5 cost $702.07. Inasfar as the serial markers are concerned, the cost would remain the same inasmuch as we would still utilize form 4-49 for marking pertinent serials in file.

RECOMMENDATION:

(1) That the suggestion submitted by SA [redacted] b6 b7C not be adopted.

(2) For referral to the Training and Inspection Division.

LBN
JV

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/12/56

FROM : Q. Tamm

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #283-57
Made by [redacted]
Investigative Division

b6
b7C

Files

SUGGESTION: That a carbon copy of file request form (4-5) be used as routing slip on files requested in place of routing card (4-49, revised 4/9/56). Suggested form would be designed on paper similar to an abstract form which is prepared in duplicate.

Suggester claims proposed form would: Obviate additional clerical operation in preparation of separate routing card (serial marker); increase production by clerical personnel pulling files; decrease over-all time taken in processing file requests; hasten availability of files to requesting employees; and avoid element of human error in copying data from request form to serial marker, thus preventing possible misrouting.

Suggester claims tangible savings of $13,446.45 which is based on approximately one million file requests per year. Savings primarily estimated on basis that two serial markers per minute can be prepared by handwriting and stamps; that one million cards would require 8,333 hours by grade three clerk at $1.65 per hour.

PRESENT PROCEDURE: Requests for files are recorded on charge-out slip (form 4-5). Employees receiving request for files prepares serial marker (form 4-59) in connection with their duties. Employees pulling file inserts serial marker in proper place in file and places charge-out in cabinet. Basic data on serial marker, such as, method of delivery and date are stamped on form by a tickometer; supervisor's name, room number and subject matter are written on serial marker. Serial marker serves two purposes: (1) To indicate serial requested; (2) to designate method of delivery, date file pulled and employee who requested file.

OBSERVATIONS: Records Branch, Records and Communications Division, does not consider suggestion feasible. Objections to proposed form are summarized hereafter (details set forth in

cc - Personnel file of [redacted]

66-2-17-63

INDEXED - 54
RECORDED - 54

64 JAN 18 1957

EX-117

DEC 28 1956

PERS. FILES

UNRECORDED COPY FILED IN 66-2-17-63

in memorandum from L. E. Short to Mr. Nichols, 12/10/56): Date and method of delivery are printed by tickometer on serial marker at rate of 3,000 per hour, which represents a labor cost of $1.65; employees writing supervisor's name, room number and subject matter on serial marker prepare same between telephone calls, in addition to other clerical type work; proposed procedure would delay substantially the employees engaged in drawing files as it would be necessary to separate charge-out slip, dispose of carbon paper and perforated portion of form in addition to inserting the appropriate marker in file; proposed procedure would not decrease processing time as many requests for files are received with supervisor's name and room number stamped on request and experience with carbon copies, where rubber stamps have been used, reflects stamp impression on original are not transmitted to copy, which would mean supervisor would have to handprint name and room number; as Records Branch also uses rubber stamps, it would be necessary to handwrite original request; present use of serial marker facilitates sorting of files for delivery as marker is clearly visible to employee handling sorting functions, which would not be true of proposed form; experience has shown that the most frequent number of errors in recording incorrect information on file request results from misinterpretation of the callers instruction on telephone, which would not be alleviated by proposed procedure.

Records Branch points out that estimated savings is apparently based on calculation that serial marker is hand stamped. It is to be noted that they are not hand stamped but are processed by tickometer at rate of 3,000 per hour. (Suggester estimates approximately 120 markers would be produced in one hour.) Further, abstract slips cost Bureau $2.50 per thousand, thus one million would cost $2,500. Suggested form would be larger than abstract and undoubtedly would cost more than $2,500 per million. One million charge-out slips cost $702.70. Cost of serial marker would remain same as it would be necessary to use such marker even though suggestion was adopted. No savings would be had by using proposed form.

RECOMMENDATION: That suggestion not be adopted.

STANDARD FORM NO. 64

# Office Memorandum • UNITED GOVERNMENT

TO : Mr. Rosen

DATE: 11/28/56

FROM : C. A. Evans

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION TO STREAMLINE ROUTING OF FILES
SUGGESTION #283-57

There is attached hereto for consideration a suggestion proposed by Supervisor [redacted] of the Accounting and Fraud Section, the object of which is to expedite the routing of files. It is estimated that this suggestion, if adopted, will save the Bureau approximately $13,000 a year.

b6
b7C

RECOMMENDATION

It is recommended that the attached be forwarded to the Training and Inspection Division for consideration and should the procedure outlinedtherein be implemented consideration should be given to granting Supervisor [redacted] an appropriate incentive cash award in view of the attendant savings.

Enclosure

1 - Training and Inspection Division

AJM:DC
(6)

Files section will want to pass on this
11/30

ENCLOSURE 86 FX-103

RECORDED - 86
INDEXED - 86 66-2319-64

ack 12/6/56 - Cal. Wfb.

Memo about to Nichols FX-108

12/10/56 LES. 58K

10 DEC 28 1956

64 FEB 6 1957

12/8/ UNRECORDED COPY FILED IN

Employee Suggestion
FD-252 (11-14-55)

#283-57

| To: Director, FBI | From: [redacted] (Grade 14) | Date: November 26, 1956<br>Employee assigned to (Division): Investigative Division |
|---|---|---|

b6
b7C

SUGGESTION It is suggested a carbon copy of the file request form (#4-5) be used as a routing slip on files requested instead of separately preparing a routing card (#4-49, Revised 4-9-56) for attachment to files routed. The suggested request form would be designed on paper in a manner similar to the abstract form (Government Printing Office: 1955-346897) which is filled out in duplicate. When separation of the original and the copy is desired, tearing off the bottom edge along the perforation will pull out the carbon paper for disposal; then, the original and copy of the form will be available for their respective uses. The original of the request form may be filed to show the file is charged out as at present. The carbon copy of the request form may be paper clipped to the file for instructions as to handling and routing of the file. Form 4-49

Current practice or rule (Include manual citation as well as facts) Only one copy of the file request form is made. File clerks must prepare a separate routing card by copying from a file request form information necessary for pulling, handling and routing a file to a party who requested same. (Additional data p.2)

Advantages of suggestion The suggested use of a request form in duplicate would:

(1) Obviate additional clerical operation of the preparation of separate routing card.
(2) Increase production by clerical personnel pulling files;
(3) Decrease over-all time taken in processing file requests;
(4) Hasten the availability of files to parties requesting them; and
(5) Avoid the element of human error in copying information from a request form to a routing card, thus preventing possible misrouting of files.

Memo J.E. Shotteau to Mr. Nichols 12-10-56 JE Usuk

Disadvantages of suggestion

Memo J. Lamm to Mr. Tolson 12-12-56 www.fbi

86
ENCLOSURE
EY 109

Annual Savings (Show basis for estimate) Tangible savings per year are estimated at $13,446.45. Although over a million files are requested per year, this estimate was conservatively figured on one million file requests. (See Page 2 for basis of estimate)

Intangible savings resulting from increased speed and efficiency in operation is inestimable, but should amount to at least another $13,000.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature whatsoever against me, my heirs, or assigns upon the United States)

RECORDED - 86 INDEXED 86 12 DEC 19 1956

☑ Mr. ☐ Mrs. ☐ Miss [redacted] Special Agent
Signature and Title of Suggester

EX-106

Recommendations and comments of Division Head

This suggestion appears to have merit and should be considered.

Clerk 12/6/56 - cch: 286 cc designated for employee personnel file
Referred to Div 4 Law
Rebecca 12/13/56 - Clerk.

DEC 5 1956

[redacted], Assistant Director
Signature and Title

PERS. FILES

UNRECORDED COPY FILED IN 1-6-181-97

CURRENT PRACTICE

In the preparation of separate routing card by a file clerk, the information to be copied from the request form includes handwriting in ink of the name of the party requesting the file, his room number and the name of the subject of the file; also included are rubber stamps of the date, manner to be delivered (special, next delivery or regular) and a stamp indicating whether the file is to be checked with recording as being up to date.

ANNUAL SAVINGS

In connection with the computation of tangible savings on one million file request forms, the cost of paper and cards together with printing of both the present file request form and the routing card was estimated by the Mechanical Section as $2,175.40. The cost of abstract forms together with printing of a million suggested forms was estimated as $2,478.40. While the estimated cost of the suggested forms would be $303.00 in excess of the cost of the present forms, savings are effected by the reduction in estimated labor cost of $13,749.45, which offsets the excess material cost and results in a net savings of $13,446.45. Such labor cost was estimated on the basis that two routing cards per minute would be prepared by handwriting and stamps; one million cards would require 8,333 hours; and the average grade three clerk cost would be $1.65 per hour.

4-5 (Rev. 5-10-56)

| Number | | Serials | | UTD |
|---|---|---|---|---|
| Section | From | To | Copy | |
| Name | | Room Room 4724 | Date b6 b7C | |
| Subject | | | | |
| Special | Next Delivery | Regular | Clerk | Transfer |
| File Out To | | | Room | |
| Date | Subject | | | |

TO BE FORWARDED

| Name | Room | Subject |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

UTD

# TRANSFER--CALL 421
# USE CARE IN HANDLING
# THIS FILE

N.D.

19NOV-56

b6
b7C

4724

4-49 (Rev. 4-9-56)

0-41 (5-25-55)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1955 : 34869?

Employee Suggestion
FD-252 (11-14-55)

Q

Q 350-57

Date
January 24, 1957

To:
Director, FBI

From:
S. E. [redacted]

Employee assigned to (Division)
Los Angeles, California

b6
b7C

SUGGESTION

To recognize pending files immediately from closed files.
(See attached examples)
A red colored file front to denote "Pending file"; this file cover to be flipped over and used on the other side when file is closed. (the other side of the file will be the regular color that is now being used.)

O

Files

Current practice or rule (Include manual citation as well as facts)

Both pending and closed files are of the same color and only difference being that the pending file is noted with the agents name and date the file was opened.

Advantages of suggestion

1. It will show a "flash" to all personnel that comes in contact with the pending file.
2. It will speed the handling (sorting) of the files.
3. It will keep pending files from being misfiled in the closed section.

Copy designated had complied Gen. file 66-2319

Disadvantages of suggestion

1.) Cost of putting a red type ink on file.

ack 2/4/57-clh
Ref to Div 5 for views 2/1/57-clh
Memo Tamm to Mr Nichols 2/14/57-clh

66-2319-65

3-5

Annual Savings (Show basis for estimate)

No savings; this suggestion is for efficiency.

RECORDED-87 23 JAN 30 1957

INDEXED-87

ENCLOSURE

EX-122

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss

(S.E.) Signature and Title of Suggester

Recommendations and comments of Division Head

The basic idea is good. Considerable time would be saved in the sorting of files; misfiles in pending cases in closed section could be easily spotted. However, it is not felt the problem in this office is serious enough to warrant the expense involved in changing the present system.

Signature and Title
Special Agent in Charge

61 MAR 15 1957

7163

Memo to Mr. Nichols
WGE:mcg 2/11/57

This red card is not to be stapled on this file front but it is used to show the color of this side of the file. When file closed, the cover would be flipped to other side and closed.

(Title, if desired)

File number XX — XXXX

Pending

b6
b7C

1-11-57

ENCLOSURE

245 (10-56)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

Volume Number

Serials

*See also Nos.*

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 2/14/57

FROM : Q. Tamm

Files

SUBJECT: SUGGESTION #350-57
Made by [redacted] b6 b7C
Los Angeles Division

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUGGESTION: That reversible file fronts be used to distinguish pending from closed files. One side of the file front would be red to denote that the file is pending and the reverse side would be the usual tan color to flag the file as being closed.

PRESENT PROCEDURE: Same file covers are used on pending and closed files. The only difference is that the pending file is noted with the agent's name and the date the file was opened.

ADVANTAGES STATED: Will speed up sorting of files and will keep pending files from being misfiled in the closed files section.

OBSERVATIONS: SAC Malone, Los Angeles, believes the basic idea is good; however, he does not feel the problem in the Los Angeles Office is serious enough to warrant the expense involved in the changing the present system.

Administrative Division advises that reversible file fronts can be obtained under the Federal Supply Schedule at a cost of $34.26 per thousand or $6.74 per thousand more than the regular file fronts now being used.

Mr. Waikart, Records and Communications Division, recommends unfavorably. It would be necessary to type the file numbers and other information on both sides of the cover. It has been found that file covers need replacement sooner if used on a reversible basis since they are bent in both directions and tend to tear just below the Acco fastener.

Training and Inspection Division recommends the suggestion not be adopted. It is not felt the additional cost to obtain reversible file covers is justified.

RECORDED-87 66-2319-66

RECOMMENDATION: That the suggestion not be adopted.

INDEXED-87

14 MAR 7 1957

ceh
(4)

50 MAR 12 1957

cc - Personnel file of [redacted] with copy of suggestion form.

Employee Suggestion
FD-252 (11-14-55)

# 439-57

Date: March 5, 1957

To: Director, FBI

From: [redacted] GS-4

Employee assigned to (Division): Division 6

b6 b7C

SUGGESTION

That each office maintain a log for the purpose of listing the file number of files received from Record Section. When the person requesting the file has finished his review, he should note on log final disposition of file.

Current practice or rule (Include manual citation as well as facts) Files are received from Record Section and no record is kept as to disposition of file. Locate clerks looking for file ask Agent if he has received file and what disposition made of file, thus wasting Agent's time and locate clerk's.

Advantages of suggestion This would save time for both Agent, all other personnel in office and also locate clerks. It would also give a lead to the locate clerk as to where to look for the particular file, would increase their production rate and provide better service for everyone concerned.

Disadvantages of suggestion

None.

Letter to employee 3/15/57-Ext

Annual Savings (Show basis for estimate) A trial test was run where 26 files were listed, a clerk looked for a certain file which took 2 3/4 minutes to find this file. Same clerk took 13 seconds to check a log and find the file. Based on 4 hours for clerk actually looking for files shows a savings of .08% of 4 hours or 19.20 minutes in 1 hour you save 1 hour and 16 minutes a day.

(continued, page 2)

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States)

53 APR 18 1957

☐ Mr. ☐ Mrs. ☒ Miss

INDEXED - 33

[redacted]

Signature and Title of Suggester

Recommendations and comments of Section Chief and Division Head:

I am opposed to this suggestion since it merely sets up a requirement for keeping a log of files which duplicates existing procedures and places an unnecessary burden on each supervisor. Most of the files,

(See next page)

10 APR 10 1957

Signature and Title

cc- designated for empl pers. file

clerk at $1.53 an hour would save a little over $1.90 a day or $9.50 a week; 52 weeks times $9.50 equals savings: $494 per year per clerk; 30 locate clerks savings: $13,920.

Recommendations and Comments (continued):

after handling, are placed with outgoing files. Those few files which are sent to another person in the Bureau are logged on the Transfer Desk. This procedure would still not relieve the locate clerk of the responsibility for physically checking offices for files. Claimed savings would be greatly exceeded by cost of maintaining required records.

F. L. Price, Section Chief

Employee Suggestion
FD-252 (11-14-55)

499-57

Date: 3/25/57

To: Director, FBI

From: [redacted] GS-12

Employee assigned to (Division): DALLAS

b6
b7C

SUGGESTION

That Bureau adopt printed form to serve as cover sheet in all files. Cover sheet to be maintained as the top, unnumbered serial in each file. "Serial Number", "Type of Communication", "Date", "From", "To", "Copies" on this form should be filled out by filing clerk as each serial is filed. This will serve as a description and location of each serial. "Remarks" will be used by supervisor.

Current practice or rule (Include manual citation as well as facts)

When all copies of certain serials are charged out, it is necessary for clerk to describe serial on back of charge-out slip. When Agent or supervisor reviews file for specific information, it is usually necessary to search the file for certain serials, numbers of which are unknown.

Advantages of Suggestion

1) The cover sheet would serve as ready index to each file, with description and location of each serial in file.

2) Would save clerical time in describing serials on charge-out slips. It should be noted it is sometimes necessary to repeat this practice several times with one particular serial.

(See next page)

Disadvantages of suggestion

1) Time spent by clerk to insert brief description of serials in appropriate blanks, which is minimized by fact that serial will not have to be described again on charge-outs.

(See next page)

66-2319-70

Annual Savings (Show basis for estimate)

Annual Savings cannot be determined.

RECORDED - 83
cc-designated for empl's pers file

8 MAR 28 1957

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.)

[ ] Mr. [ ] Mrs. [ ] Miss [redacted]

Special Agent
Signature and Title of Suggester

DISPOSITION: Recommendations and comments of Division Head

Consider suggestion has merit in major cases and in cases involving numerous volumes. However, under average circumstances, do not believe practical.

Signature and Title

53 APR 2 1957

(5) - Bureau
2 - Dallas
MLN:sss
(7)

EX-127

MAR 28 1957

Advantages of Suggestion

3) Would cut Agent's time in reviewing files or searching files for specific information.

4) Would enable supervisors to have complete picture of file contents, when file is stripped or several serials charged out.

5) Would cut supervisors time in reviewing and searching file.

6) "Remarks" to be used by supervisor, would serve as a flag for notations such as "Stop Notice", "Complaint Filed", "Armed and Dangerous", "Leads", "Info.only", etc.

7) References on incoming or outgoing communications could be easily located.

8) Agents in dictating could reference serials by number and thereafter, it would be unnecessary for stenos to search file for those particular serials, as they would be described on cover sheet.

9) It is estimated a great amount of time could be saved through the use of this form.

Disadvantages of suggestion

2) Fact that files with only two or three serials would not need an index is recognized, however, files of this type are often stripped of all serials.

3) Cost of printing forms, which is not available.

FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/10/57

FROM : Q. Tamm

Files

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #499-57
Made by [redacted] b6 b7C
Dallas Division

SUGGESTION: That a cover sheet, unserialized, be maintained as the top serial in each file. Form to contain 7 columns for identity of serials contained in file; columns are: Serial Number; Type of Communication; Date of Communication; From; To; Copies; and Remarks. The first 6 columns should be filled out by the file clerk as each serial is placed in file to show description and location of each serial. Remarks column should be used by supervisor for use as a flag for notations such as stop notices, complaint filed, armed and dangerous, leads or for information. (Sample attached.)

ADVANTAGES STATED: Employee believes the cover sheet will serve as a ready index to each file; would save clerical time in describing serials on charge-out slips as it is now necessary to describe a serial if all copies of that particular serial are charged out. It would save time in reviewing files or searching for specific information.

DISADVANTAGES STATED: (1) Time would be spent by the clerk inserting a brief description of the serial in appropriate blanks. (2) File containing only two or three serials would not need suggested index form as these files are often stripped of all serials. (3) Cost of printing forms.

OBSERVATIONS: SAC Murphy, Dallas, considers suggestion to have merit in major cases and in cases involving numerous volumes. However, under average circumstances, he does not believe the suggestion is practical.

Training and Inspection Division also considers the suggestion impractical as it would create a terrific amount of duplication and would involve a great administrative burden. The few cases in which this form would obviate the necessity of describing the last copy of a serial being charged out would be vastly exceeded by the number of serial descriptions required by the form, most of which would never serve any practical purpose. In very few instances would the suggestion be advantageous. The disadvantages of this suggestion greatly outweigh any advantages that could possibly be realized.

RECOMMENDATION: That suggestion not be adopted.

66-2319-74

RECORDED - 83

INDEXED - 83

20 APR 16 1957

Enclosure

CEH:vfb
(3)

1 ENCLOSURE

EX-127

53 APR 22 1957

EX-127

cc - Personnel file of [redacted] (sent separately)

COVER SHEET

| SERIAL NUMBER | TYPE OF COMMUNICATION | DATE OF COMMUNICATION | FROM | TO | COPIES | REMARKS |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

66-2319-71

ENCLOSURE

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

STANDARD FORM NO. 64

# Office Memorandum · · UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 6-5-57

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Candy

SUBJECT: SUGGESTION # 642-57
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

SUGGESTION: [redacted] GS-4 employee of the Files Review and Research Unit, has suggested that Special Agent Supervisors, who receive files and have files charged to them, maintain a log of the files they have handled. She recommends that these logs consist of a file number, the identity of the employee who may have borrowed the file, and the time that the file was returned to the Filing Unit.

by Special Agent Supervisors

PRESENT PROCEDURE: Supervisors who have files charged to them are required to transfer the file if other supervisors borrow the file. On some occasions files are not transferred creating locates for locate clerks who are attempting to find such files.

ADVANTAGES: The employee states that locate clerks would be able to check such logs and locate files much more quickly. Agent Supervisors would not be interrupted as frequently with inquiries by locate clerks.

CONCLUSIONS: The employee's suggestion has been the subject of surveys in the past and has been found not to be an improvement over the current transfer system. Difficulties in the transfer system would also appear under the suggested procedure.

RECOMMENDATION:

(1) Unfavorable.

(2) That this suggestion be forwarded to the Training and Inspection Division for acknowledgment. Enclosed letter prepared by Training and Inspection Division.

NFS:gmb
(5)

RECORDED-13
INDEXED-13

CC: Personnel file of [redacted]

66-2319-72

Enclosure sent 6-11-57

JUN 14 1957

67 JUN 20 1957

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-27-57

FROM : L. E. SHORT

SUBJECT: ECONOMY SUGGESTIONS - RECORDS BRANCH
RECORDS AND COMMUNICATIONS DIVISION
SUGGESTION #688-57

Tolson ✓
Nichols ✓
Boardman ✓
Belmont ✓
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

In line with the Bureau's efforts to economize, the following suggestion is submitted by the Records Branch:

Suggestion: That the complete recharge of files be conducted quarterly rather than every other month. At the present time, supervisory personnel in all divisions throughout Seat of Government are required to list the numbers of all files in their possession on the last Friday of every other month. Personnel of the Filing Unit, Records Branch, then determine whether all files are either in the cabinets or accounted for by charge-out. Labor cost in Filing Unit alone for this operation is estimated at $500. This figure does not include time spent by personnel in the various divisions in recording the files in their possession. The annual cost of this procedure in the Filing Unit is estimated at $3,000. By conducting recharges on a quarterly basis, $1,500 in labor costs would be saved.

Savings: $1,500.

Disadvantages: Suggested procedure would possibly increase locate work inasmuch as some of the difficult file locates are found when recharges are submitted to the Records Branch.

RECOMMENDATION:

That this suggestion be approved

Suggest metry for 1 quarter

INDEXED - 49
RECORDED - 49

EX-127 66-2319-73

3 JUL 2 1957

LES:fk:dm
(3)

Memo Short to Nichols
FH:fk 7-8-57

ADDENDUM: (LBN:jmr) 5-31-57 The foregoing suggestion was unanimously approved by the Executives Conference on May 29, 1957, consisting of Messrs. Belmont, Whelan, Rosen, Sizoo, Trotter, Conrad, Nease, and Nichols.

55 JUN 2 1957

UNRECORDED COPY FILED IN 66-8255

RECORDED 13

July 3, 1957

62-116

PROPOSED CHANGE III
MANUAL FOR BUREAU SUPERVISORS

On the last Friday of each third month, specifically February, May, August, and November, each Assistant Director is responsible for the preparation of an inventory of the files in his division. This inventory is to report the files in the division as of 9:00 A.M. and must reach the Filing Unit of the Records Branch by 1:00 P.M. Each file in the possession of a supervisor over 5 days must be identified by an asterisk. This inventory is submitted on the recharge sheets (Form 4-4) of the Filing Unit of the Records Branch.

FHF:vmk
(5)

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 6-21-57

FROM : L. E. SHORTY

Files

b6
b7C

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION # 733-57
RECORDS BRANCH STREAMLINING COMMITTEE

(Suggested) Forwarding of Files

SUGGESTION: [redacted] GS-5 employee of the Correlation Unit, has suggested through the Streamlining Committee that when the General Index Unit calls for a file to check the file number of a piece of correspondence, the file be attached to this correspondence when it is forwarded to the Numbering Unit by the General Index Unit.

CURRENT PROCEDURE: Occasionally, correspondence is checked in the Numbering Unit abstracts in order that the serial number may be determined and placed on the piece of correspondence. In some instances, there is no tab card in the Numbering Unit abstracts to indicate what the next serial number should be. In these instances the correspondence is sent to the General Index Unit to be searched through the general indices. On some occasions the General Index requests the file but when the mail is returned to the Numbering Unit the file is not attached. The Numbering Unit must again request the file so that a tab card can be prepared.

ADVANTAGES: Employee states that time would be saved since repeat requests would not be made for the same file. In addition, active correspondence would be processed faster.

SAVINGS: Savings are believed to be nominal since the situation which this suggestion is designed to correct does not occur very frequently.

CONCLUSIONS: Adoption of this suggestion is recommended. This procedure has been utilized in the past and found to be successful.

RECOMMENDATION:

(1) Favorable.

RECORDED - 40 66-2319-74
INDEXED - 40
EX-131
JUL 8 1957

(2) That this memorandum be referred to the Training and Inspection Division for acknowledgement. Enclosed letter prepared by Training and Inspection Division.

NFS:nle
(5)
CC: Personnel file of [redacted]

Enclosure

63 JUL 12 1957

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 7-3-57

FROM : L. E. SHORT

SUBJECT: PROPOSED CHANGE IN MANUAL FOR BUREAU SUPERVISORS

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

Suggestion number 688-57 submitted by the Records Branch suggested that the present procedure of a complete recharge of files every other month be changed. It was suggested that a complete recharge of files be conducted quarterly, at which time supervisory personnel in all divisions throughout the Seat of Government will be required to list the numbers of all files in their possession on the last Friday of every third month.

The suggestion was unanimously approved by the Executives Conference on May 29, 1957. There is attached a revision for the Manual For Bureau Supervisors reflecting that the complete recharge of files will be conducted the last Friday of February, May, August, and November.

RECOMMENDATION:

That the attached revision be forwarded to the Training and Inspection Division in order for the revision to be made to the Manual For Bureau Supervisors.

FHF:vmk
(3)
Enclosure

ENCLOSURE

ENCLOSURE

ENCLOSURE

ORIGINAL COPY FILED IN

66-2319-

NOT RECORDED
76 JUL 10 1957

63 JUL 12 1957

SAC, Pittsburgh (67-248) July 5, 1957

Director, FBI

SUGGESTION (#672-57)
FILING SYSTEM - OPEN-SHELF FILING
[redacted] - CLERK
[redacted] - CLERK

0
FILES

b6
b7C

Reurlet 6/4/57 and Dulet 6/17/57 concerning the suggestion made by the two employees mentioned above. The suggestion has been carefully studied by the Bureau's Records Branch and the Miami Field Division. It was concluded that the suggestion should not be adopted as the advantages claimed in the suggestion are not sufficiently great to compensate for the disadvantages which would result. No further action should be taken by your office to use the suggested method of preparing file covers.

1 - SOG Personnel file of [redacted] (sent separately)
1 - SOG Personnel file of [redacted] (sent separately)

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Trotter
Winterrowd
Tele. Room
Holloman
Gandy

CEH:vfb
(6)

RECORDED - 34 66-2319-76
18 JUL 16 1957

Based on memo Q. Tamm to Mr. Tolson, 7/2/57, re, "SUGGESTION #672-57, MADE BY [redacted] PITTSBURGH DIVISION.

CEH:vfb

MAILED 11
JUL - 5 1957
COMM-FBI

MAIL ROOM

62 JUL 22 1957

SAC, PITTSBURGH (67-248) 6/17/57

DIRECTOR, FBI

SUGGESTION (#672-57)
FILING SYSTEM - OPEN-SHELF FILING
[redacted] CLERK
[redacted] - CLERK

b6
b7C

FILES

Reurlet 6/4/57 submitting the suggestion made by [redacted] and [redacted] of your office. For your information, the only Bureau Office presently using the open-shelf filing system is the Miami Office. The Bureau is taking a survey at Seat of Government and Miami relative to the suggestion. Until such time as the final determination is made, after the completion of the survey, no action should be taken by your office to place the suggestion into effect. You will be further advised as to the results of the survey.

WWW:boc
(4)

NOTE: Administrative Division has advised that the Miami Office is the only office presently using the open-shelf filing system. Training and Inspection Division will obtain views and recommendations of Records Branch and the Miami Field Office. The Pittsburgh Office has been authorized by the Bureau to secure bids relative to the installation of the open-shelf filing system.

RECORDED - 34 62-2317-77
INDEXED - 34 18 JUL 16 1957

COMM-FBI
JUN 17 1957
MAILED 18

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

F-329

62 JUL 22 1957
MAIL ROOM

Employee-Suggestion
FD-252 (11-14-55)

193-58

9-5-57

| To: | From: | Employee assigned to (Division) |
|---|---|---|
| Director, FBI | Chief Clerk | KNOXVILLE |

SUGGESTION

That file fronts, FD-245, be printed on both sides so that they could be used twice as fronts without erasure or ink eradication. These once-used fronts would be particularly adaptable for use in closed file repair work and consolidations where fronts are not removed and replaced on a day-to-day basis.

Files

Current practice or rule (Include manual citation as well as facts) In keeping with the Bureau's continuing economy program, both fronts and backs released on consolidation of closed files into volumes are retained for re-use as backs unless they are too badly worn or dirty.

Advantages of suggestion

1. File fronts could be used twice as fronts and many would still be good enough for subsequent use as backs after all numbers marked off per sample.
2. Both space and economy would be served in re-use of file fronts as fronts. Less space would be occupied by accumulation of used materials for file backs. Fronts would move out more rapidly and supply would remain more or less constant due to the required periodic consolidation of closed files into volumes. Security type files are not subject to consolidation, therefore their closing would release no fronts. All others, however, would eventually become available again.
3. Possible increased cost of two-side printing would be more than offset by estimated 40 to 45% decrease in overall quantity of cardboard stock needed annually by the Bureau for file fronts.

Disadvantages of suggestion

Any confusion that might arise in the event a front were replaced wrong side up on a file could be avoided by striking out the numbers on the used side with a felt pen at the time the front is released from first use.

Annual Savings (Show basis for estimate) During a recent 12-month period Knoxville closed 4977 cases, of which 169 were security type cases. Of the total cases closed 96.6% were instances where the file fronts would be released and 3.4% were security type cases wherein the fronts would not become available. Based on an estimated cost of 2C per file front, this would amount to a saving to the Government of $96.16 for the Knoxville Office only for stated period. Using Bureau-wide percentages, substantial savings would accrue.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☑ Miss [redacted] 6-2319-79 Chief Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head I believe that [redacted] suggestion is practical and would result in a substantial economy. I therefore recommend favorable consideration.

ENCLOSURE

9/23/57

Signature and Title

S. S. ALDEN, SAC

64 SEP 24 1957 Letter to [redacted] 9/11/57

PERS. FILES

SEP 9 1957

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-19-57

FROM : L. E. SHORTES

Files

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman

b6
b7C

SUBJECT: SUGGESTION #226-58
RECORDS BRANCH STREAMLINING COMMITTEE
Suggested Use of Compressors on

SUGGESTION: [redacted] a GS-5 employee in the File Review and Research Unit, has suggested that administrative files have compressors used with the acco fasteners.

PRESENT PROCEDURE: Several years ago in an effort to conserve space in storage of records, compressors were taken off the files. Employee states that with the compressors removed the prongs of the acco fasteners frequently catch on other files.

CONCLUSIONS: Adoption of this suggestion is not recommended since to do so would increase the space requirements of the Records Branch for the storage of files. The presence or absence of compressors is not a factor with respect to the position of prongs of the acco fasteners. The most recent type of compressors furnished with file covers do not include devices for the locking of acco prongs. It has been common procedure for employees filing mail to bend the prongs of acco fasteners outwardly. To handle in any other fashion would take a considerable length of time and would increase the cost of filing correspondence. Compressors are used only in those instances where file sections become thick and they are necessary to hold the file together.

RECOMMENDATIONS:

(1) Unfavorable.

(2) That this memorandum be referred to the Training and Inspection Division for acknowledgement. Enclosed letter prepared by Training and Inspection Division.

RECORDED - 73 66-2319-30

INDEXED - 73

RECORDED
OCT 1 1957

OCT 26 1957

EX-131

nnel file of [redacted]

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9-25-57

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION #239-58
RECORDS BRANCH STREAMLINING COMMITTEE
Retaining of

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm ✓
Trotter
Nease
Tele. Room
Holloman
Gandy

b6
b7C

SUGGESTION: [redacted] GS-8 File Supervisor of the Filing Unit, has suggested through the Streamlining Committee, that [redacted] the Name Check Section of the Investigative Division be permitted to retain files for two days beyond the current five-day limit. The purpose in retaining the files the extended time is to permit the filing of serials which have been removed to be photostated or for dissemination purposes. [redacted] suggests that the employees removing the serials from file also be assigned the duties of returning these serials to file. by the Name Check Unit

CURRENT PROCEDURE: Three employees trained in the removing of serials from files are regularly assigned to remove correspondence from files to be photostated for dissemination purposes. After the material is removed from file, the file is returned to the file room. When the correspondence that has been photostated is no longer desired for the above purpose, it is returned to the Filing Unit for refiling.

CONCLUSIONS: Records Branch does not favor adoption of this suggestion. If the files were retained in the area occupied by the Name Check Section, then additional cabinets would be needed to house those files awaiting the returning of serials which have been removed. Additional employees would have to be assigned to the Filing Unit to accomplish the return of serials to file. To keep the files out of the file room an extended period of time would materially increase the number of locates. In excess of 200 serials are removed daily. Under the current procedure the return of these serials is diversified among the six subunits of the Filing Unit. The suggested procedure is believed to be unwieldy and uneconomical.

RECOMMENDATIONS:

66-2319-81

(1) Unfavorable.

RECORDED-45
INDEXED - 45
17 OCT 2 1957

EX-102

(2) That this memorandum be referred to the Training and Inspection Division for acknowledgment. Enclosed letter prepared by Training and Inspection Division.

(5) 60 OCT 9 1957

MWES:gbf

Enclosure

CC: Personnel file of [redacted]

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 9/30/57

FROM : L. E. SHORT

SUBJECT: SUGGESTION #233-58
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman

b6
b7C

SUGGESTION: [redacted] a GS 6 employee in the Correlation Unit, has suggested through her Streamlining Committee representative that all persons at the Seat of Government having occasion to use Bureau files be advised not to mark the names in file in any way, since certain markings have a specific meaning to units in the Records Branch. Unauthorized marking may appear similar to markings used by Records Branch employees.

CONCLUSIONS: Records Branch does not favor adoption of this suggestion. While the content of the suggestion is worthy, there have been very few instances in which difficulty has arisen over unauthorized markings placed on Bureau mail. It is felt that those instances can be better handled on an individual basis.

RECOMMENDATIONS:

(1) Unfavorable.

(2) That this memorandum be referred to the Training and Inspection Division for acknowledgment.

Letter to employee 10/7/57 covers this suggestion and #232-58 also made by [redacted]

INDEXED - 1
RECORDED - 1

66-2319-82

4 OCT 10 1957

EX-105

MFS:carcar
(5)
Enclosure
CC: Personnel file of [redacted]

9/16

63 OCT 15 1957

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 11-8-57

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman

b6
b7C

SUBJECT: SUGGESTION #317-58
RECORDS BRANCH STREAMLINING COMMITTEE

Files

SUGGESTION: [redacted] a former employee of the Filing Unit currently assigned to the Identification Division, has suggested through the Streamlining Committee, that corrugated rubber sheeting be placed on the shelves of carts used to transport files.

ADVANTAGES: Employee states that two employees are required to load a cart with files. One employee holds the row of files up while another employee loads more files on the same row. [redacted] states that the use of rubber sheeting would prevent the files from falling over and would not require the service of an employee to hold them up while another employee completes loading the row.

CONCLUSIONS: Adoption of this suggestion is not recommended. Frequently two employees are used to load a cart of files being returned to the file cabinets. The purpose of using two employees is to expedite the loading and forwarding of files to the cabinets. The second employee is not used solely to hold up the files while another employee completes the loading as [redacted] indicates. When files are being picked up from supervisors' offices, one employee must remain with the cart for security reasons while a second employee enters the offices and obtains the files.

In addition, it is believed that the use of corrugated rubber sheeting would cause the files to be torn when being loaded or unloaded.

RECOMMENDATIONS:

RECORDED - 81 66-2317-83

12 NOV 19 1957

INDEXED - 81

(1) Unfavorable.

(2) That this memorandum be referred to the Training and Inspection Division for acknowledgment. Enclosed letter prepared by Training and Inspection Division.

NFS:gbh
(5)
Enclosure
CC: Personnel File [redacted]

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 11-13-57

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION #335-58
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

b6
b7C

SUGGESTION: [redacted] GS-3 employee assigned to the File Review and Research Unit, has suggested through the Streamlining Committee that a pink special tag be stapled to the serial markers of those files which are to be handled "very special."

CURRENT PROCEDURE: A pink special tag is attached to Form 4-5 which requests a file. These requests are handled first and the files are placed in a box labeled for very special requests.

ADVANTAGES: Employee states that his suggestion would have the advantage of clearly marking the file as being a very special request and that it would not be necessary for the Filing Unit employee delivering the file to the outgoing table to tell the person at that location that the file is very special.

CONCLUSIONS: Adoption of this suggestion is not recommended. The suggested procedure does not offer a more effecient method of forwarding very special requests. Since there is a box on the outgoing table in which very special requests should be placed, it should not be necessary for the employee to orally advise those persons assigned to the outgoing table that the request is very special. In addition, the stapling and unstapling of the pink special tag would take time and delay the forwarding of the file.

RECOMMENDATIONS:

(1) Unfavorable.

(2) That this memorandum be referred to the Training and Inspection Division for acknowledgment. Enclosed letter prepared by Training and Inspection Division.

6AN

INDEXED - 47

11/19

66-2319-84

RECORDED - 47

20 NOV 20 1957

wlp NFS:gbh
(5)
Enclosure 11-19-57
CC: Personnel file of [redacted]

62 NOV 29 1957

2 - WWW

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-10-57

FROM : W. G. EAMES

Files

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #399-58
RECORDS BRANCH STREAMLINING COMMITTEE

7626

b6
b7C

[redacted] GS-7 Supervisor of the Messenger Unit, has suggested through the Streamlining Committee that the personnel files of Records Branch employees be forwarded in envelopes.

5228

ADVANTAGES: Employee states adoption of his suggestion would maintain security of contents of Bureau personnel files.

CURRENT PROCEDURE: Personnel files for all Records Branch employees are forwarded through the Messenger Unit. Most such files are not forwarded in envelopes. Some supervisory employees follow a practice of placing personnel files in envelopes.

CONCLUSIONS: Adoption of this suggestion is not recommended. To require all personnel at the Seat of Government to handle personnel files in the manner suggested would be an unnecessary burden and very time-consuming. Employees in the Records Branch who may through their duties handle personnel files are cautioned periodically concerning these files and the method of handling them.

RECOMMENDATIONS:

(1) Unfavorable.

(2) That this memorandum be referred to the Training and Inspection Division for acknowledgement. Enclosed letter prepared by Training and Inspection Division.

66-2319-85

RECORDED - 83
INDEXED - 83

DEC 18 1957

Enclosure

EX. - 143

12/12

76DEC23 1957

NFS:neb
(5)
1 - Personnel file of [redacted]

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 11/27/57

FROM : Q. Tamm

0 Files

SUBJECT: SUGGESTION #337-58
SUBMITTED BY SAC PERCY WYLY II
KANSAS CITY DIVISION

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

GGESTION: That Bureau adopt an exhibit envelope similar to the 1-A envelope to be used exclusively for retaining the iginal copy of FD-302 (Interview Report) and SF-64 memorandum; said velope to be designated as 1-C and placed in file just above the A envelope.

RRENT PROCEDURE: 1-A envelope is placed as the first item in a file when there are exhibits to be placed in that e. At present all exhibits including FD-302, SF-64 memorandum, otographs and other items, other than bulky exhibits, are placed in e 1-A envelope. Bulky exhibits are designated for a 1-B section. rther, when the 1-A envelope becomes bulky due to the number of hibits contained therein it is permissible to make a 1-A section d maintain it behind the regular file section.

VANTAGES STATED: SAC believes that if suggestion is adopted that it will make such evidence exhibits more secure; sier to supervise; more convenient for clerks; and will speed up ling of material. Further, he states that by using the 1-C velope there would be a chronological list of witnesses appearing the outside of said envelope. He states that clerical employees the Kansas City Office feel that adoption of suggestion would pedite handling of administrative duties in regard to the new port writing system.

SERVATIONS: The proposed 1-C envelope system has been carefully studied by Inspectors Malone, Shanklin, Fletcher, Kelley, ague and Gale and they are opposed to adoption of the suggestion. e following summary is the basis for their opposition: new system uld, in fact, require more clerical time; would make files more lky and require more filing space; would further complicate the ling system; and make it possible for additional filing errors to made.

During the inspection of the Oklahoma City Division the ews of the chief clerk of that division were obtained and the ief clerk was opposed to adoption of the suggestion. The chief

- Personnel file of PERCY WYLY II (sent separately)

66-2311

NOT RECORDED
76 DEC 9 1957

ORIGINAL COPY FILED IN 62-83377-175

Memo Q. Tamm to Mr. Tolson
Re: Suggestion #337-58

clerk pointed out that to use the 1-C system would require the use of two exhibit envelopes in the file where one envelope would normally handle the material and would require more work on the part of the clerks rather than less.

RECOMMENDATION: That suggestion not be adopted. No further action required as Mr. Wyly has been thanked for his suggestion by letter.

11/27

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. PARSONS

DATE: 6-18-58

FROM : MR. NEASE

SUBJECT: RECHARGE OF FILES

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

There is attached hereto a list, compiled as a result of the quarterly recharge of files conducted on 5-29-58, reflecting those files on which the Records Branch received no transfer. Bureau regulations require that the transfer of files from one person to another must be reported immediately by telephone to the Filing Unit, Extension 421. The transfer of files is an extremely important process which enables the Records Branch to know the whereabouts of the thousands of files charged out at any given time. The continued cooperation of your Division is requested in order to insure that all files are properly transferred.

JWM:gbh
(3)
Enclosure - 1

ENCLOSURE

REC- 83

EX-132

REC- 83 66-2319-86

EX-132

JUN 24 1958

66 JUN 26 1958

b6
b7C

## LABORATORY DIVISION

| FILE # | FILE ORIGINALLY CHARGED TO | ROOM | DATE | FILE RE-CHARGED BY | ROOM |
|---|---|---|---|---|---|
| 9-33035 | [redacted] | 7617 | 5-19 | [redacted] | 5720 |
| 95-68548 | | 7336 | 5-27 | | " |
| 145-241 | | 7330 | 5-27 | | 7614 |

66-2319-86

ENCLOSURE

STANDARD FORM NO. 64

# Office Memorandum • • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 12-6-57

FROM : L. E. SHORT

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: ORANGE-BORDERED FILE COVERS
Filing Unit - Records Branch

By memorandum November 13, 1957, Mr. Belmont to Mr. Boardman, it was recommended that files designated for evacuation no longer be identified by use of orange-bordered file covers. This recommendation was approved.

The Records Branch has on hand a supply of orange-bordered file covers as well as a supply of orange-bordered enclosure envelopes. In the interest of economy, the Records Branch will continue to use orange-bordered file covers and envelopes when repairing files or enclosures or when making up new file covers. The orange-bordered cover will not, of course, have any significance insofar as the Bureau's defense plans are concerned.

RECOMMENDATION:

For information.

LES:vmk
(3)

66-2319-V
NOT RECORDED
76 JAN 14 1958

JAN 13 1958

58 JAN 15

ORIGINAL COPY FILED IN 66-818-4511

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 8/15/58

FROM : Q. Tamm

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

b6
b7C

SUBJECT: SUGGESTION #102-59
SUBMITTED BY NEW YORK OFFICE

Files

SUGGESTION: That ~~in~~ multisection files serial 1-B (FD-192 - green exhibit sheet) be placed in cellophane envelope and placed on top of last serial in the first section of multisection file. Green sheet would not be hole-punched and could be easily removed and replaced where necessary to do so. New York Office requests that if this suggestion not adopted that the following two counterproposals be considered: (1) that FD-192 be placed as top serial in first volume of multisection files; (2) that acco fastener be reversed in file so that the first section of multisection file would be opened from the bottom rather than from the top as at present. This proposal would allow clerks to remove green sheets from the file more readily.

Form

PRESENT PROCEDURE: Bulky exhibits which because of their size, quantity, or value cannot be placed in the 1-A serial (envelope) of case file must be identified individually on FD-192. Original of FD-192 is filed as 1-B serial adjacent to the 1-A serial, if there is one, or as the bottom serial of the first section of file. Copies of FD-192 is attached to the bulky exhibit and another copy is used for inventory purposes.

OBSERVATIONS: As to item number one the Bureau is opposed to adopting proposals which request authority to file serials out of their proper sequence and as "floating" serials (maintained on top of file - not serialized) as it is difficult to administer the file and as they are readily subject to becoming lost. Particularly as to this portion of the suggestion the FD-192 would be insecure in that it could very easily slide from the cellophane envelope as such envelopes are open on the side for the full length of the envelope. Further, present rules provide that it is permissible to make a subsection of a file for exhibits in which may be placed 1-A envelopes and 1-B envelopes and if this is done there is no need for removing a large number of serial each time a notation is made on a new 1-B serial is to be added to the file. Further, it is permissible for the field to limit the size of the first section of a multisection file containing the 1-A and 1-B serials to a reasonable thickness (three quarter inch size) so as to eliminate problem of frequent removal of serials for notations and additions to 1-B serial.

REC- 58 66-2319-87

Enclosure - sent

WWW:vfb 380

(2)

EX-128

18 AUG 22 1958

53 AUG 26 1958

2 - WWS

Memorandum for Mr. Tolson
Re: Suggestion #102-59
Submitted by New York Office

As to the second proposal the same objections as above apply. Relative to the third proposal Training and Inspection Division has no objection to the New York Office reversing the acco fastener in the first section of multisection files.

It will be noted that suggestion #112-58 submitted by [redacted] b6 b7C of the New York Office on 7/17/57 recommending that FD-192 be filed as the top serial in the first section of multisection files was not approved for reasons given above.

RECOMMENDATIONS: 1. That proposals 1 and 2 not be adopted.

2. That New York Office be allowed to reverse acco fasteners in the first section of multisection files where desirable.

3. That attached letter be approved to New York Office.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 8-21-58

FROM : L. E. SHORT

SUBJECT: SUGGESTION #166-59
RECORDS BRANCH STREAMLINING COMMITTEE
"Charge Out For Files"

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen ✓
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

W. C. Sullivan

SUGGESTION: [redacted] GS-5 File Supervisor assigned to the File Review Unit of the Records Branch, has suggested through the Streamlining Committee that the incoming clerk in the File Review Unit place the appropriate supervisor's name and room number on each incoming piece of mail which does not have a routing slip attached.

[redacted]

PRESENT PROCEDURE: At the present time the employees assigned to the File Review Unit have individual supervisor's lists which they use to determine the appropriate supervisor to whom a file should be charged.

ADVANTAGES: [redacted] advised that the adoption of her suggestion would result in the following advantages:

1. Only one supervisor's list would have to be kept up to date instead of every reviewer's list.

2. Time and paper would be saved in preparing new supervisors' lists when changes occur.

3. Reviewers' time would be saved in that it would be unnecessary for them to check the supervisors' list to determine the identity of an individual to whom a file should be charged.

4. It would eliminate the possibility of reviewers charging files to the wrong supervisor.

5. It would eliminate recharging of many files and would also assist locate clerks in the location of files.

DISADVANTAGES: [redacted] advised that the only disadvantage to her suggestion would be the additional work placed upon the employees

REC-81 6-2319-88

TBC:bpr (5)

2 SEP 16 1958

1 - Personnel file of [redacted]

Enclosure sent 8-26-58

53 SEP 19 1958

(Con't on page two)

assigned to the incoming desk by requiring them to list the proper supervisor's name and room number on each incoming piece of mail.

CONCLUSIONS: The Records Branch is in favor of the adoption of the afore-mentioned suggestion and believes that it will enable the File Review Unit to more efficiently carry out their assigned duties. It is believed that any monetary savings which would occur would be negated by the additional work placed upon the incoming clerk. The Records Branch has adopted the afore-mentioned suggestion and placed it into effect.

RECOMMENDATIONS:

(1) Favorable.

(2) For referral to the Training and Inspection Division for proper acknowledgement. Enclosed letter prepared by Training and Inspection Division.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 9-15-58

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION #220-59
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen ✓
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy
W. C. Sullivan

b6
b7C

SUGGESTION: [redacted] a GS-3 employee assigned to the Filing Unit of the Records Branch, has suggested through the Streamlining Committee that up-to-date serial markers be a contrasting color to the current serial markers being used and that these up-to-date serial markers be placed inside the file instead of being attached to the cover.

PRESENT PROCEDURE: At the present time serial markers are placed on the outside of the files with paper clips. They are white in color and have up to date (UTD) stamped on them.

ADVANTAGES: [redacted] advised that the adoption of her suggestion would eliminate stamping UTD on the serial markers as the different colors would be readily recognized as UTD files. By placing the serial marker in the file, it would eliminate the use of paper clips and the loss of serial markers which delays delivery of the files.

CONCLUSIONS: The Records Branch does not favor the adoption of the afore-mentioned suggestion. The Records Branch has recently revised the serial markers on two occasions. During the next printing of serial markers they will contain a block in which will be set forth UTD information. The use of a different colored serial marker would create additional work in maintaining a supply for use and complicate the file pulling procedure. The current procedure is the more desirable.

RECOMMENDATIONS:

EX 105

REC- 83 66-2319-89

16 SEP 29 1958

1. Unfavorable.

2. For referral to the Training and Inspection Division for proper acknowledgment. The enclosed letter was prepared by Training and Inspection Division.

TBC:ph:vmk (5)

53 OCT 2 1958

1 - Personnel file of [redacted]

Enclosure

9-22-58

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-6-58

FROM : L. E. SHORT

Bureau File

SUBJECT: SUGGESTION #83-59
SUBMITTED BY [redacted]
INVESTIGATIVE DIVISION

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

b6
b7C

Employee [redacted] Investigative Division, has suggested that a guide system be utilized in connection with the maintenance of the Bureau's administrative files to assist employees in locating specific files within the file drawers. Records Branch does not favor adoption of the suggestion.

[redacted]

According to records management authorities, a guide system is not desirable when the units of file material do not exceed 40 within a particular drawer or specific sequence. A spot-check of file drawers within the active classifications developed the fact that there are an average of 42 files per drawer in the Records Branch file room. Accordingly, it is apparent that a guide system is not necessary. A further survey of the administrative files developed the fact that 109 drawers of 120 drawers checked, or more than 90%, contained charge-out cards or enclosures to files. Both the charge-out cards and the enclosures extend above the top of the file andserve as automatic guides within the file drawer.

In view of the above the Records Branch does not favor adoption of this suggestion.

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:vmk
(4)
1 - Personnel file [redacted]

ADDENDUM BY TRAINING AND INSPECTION DIVISION 10/8/58

RECOMMENDATION: REC- 93 66-2319-90

That suggestion not be adopted. No further action required as suggester has been thanked by letter.

OCT 15 1958

50 OCT 23 1958

2 - WWH

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-8-58

FROM : L. E. SHORT

FILES

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #376-59
RECORDS BRANCH STREAMLINING COMMITTEE

1113 Jd.

SUGGESTION: [redacted] a GS-5 employee assigned to the Filing Unit of the Records Branch, has suggested through the Streamlining Committee that the files charged to the Name Check Section of the Investigative Division be maintained in numerical order in the Name Check Section. She suggested the assigning of two clerks to the Name Check Section to keep these files in numerical order and to attach them to the appropriate Name Check form immediately prior to the time of handling by the Agent Supervisors.

PRESENT PROCEDURE: At the present time the files are charged to the appropriate supervisor in the Name Check Section and are attached to the appropriate Name Check form. These are maintained in the Name Check Section in drawers assigned to the various personnel handling the forms. In locating a file, the Locate Clerks must now go through all the file drawers assigned to the Supervisor to whom the file was charged.

ADVANTAGES: [redacted] believes that the adoption of her suggestion would save some employee time in that the Locate Clerks would be able to immediately locate a file charged to the Name Check Section and would not have to search through many drawers to locate it.

CONCLUSIONS: The Records Branch does not favor the adoption of the afore-mentioned suggestion. Although in some instances it would benefit the operations of the Records Branch, it would create many problems for the Name Check Section. It is believed that by detaching the various files from the forms after they have been searched would create many more locate problems. It is also believed that the benefits which would result in the operations of the Records Branch would not warrant the assigning of two additional personnel to the Name Check Section.

(See recommendations on Page 2)

REC-72 66-2319-911

TBC:ph;gbh
(5)
1 - Personnel file of [redacted]
Enclosure

11 OCT 16 1958

60 OCT 20 1958

Memo L. E. Short to Mr. Nease 10-8-58
Re: Suggestion #376-59
Records Branch Streamlining Committee

RECOMMENDATIONS:

1. Unfavorable.

2. For referral to the Training and Inspection Division for proper acknowledgment. Enclosed letter prepared by Training and Inspection Division.

3. For referral to the Name Check Section of the Investigative Division for their information. (10/10/58, Name Check ~~Unit~~ Section concurs with recommendation that suggestion not be adopted.)

Employee Suggestion
FD-252 (11-14-55)

#83-55 (Was canceled. Reassigned for this suggestion)

Bureau Files RM 5718

| To: Director, FBI | From: [redacted] GS-4 | Date: September 25, 1958 b6 b7C |
|---|---|---|
| | | Employee assigned to (Division): Six |

SUGGESTION I have seen the files at Ident and have checked through files at Justice when there was a locate on a file and realize what the file pullers have to go through in pulling files. It is my belief that if a removable tab of some sort were attached to the files when they were filed into the drawers that would protrude slightly above the files, they could be found much quicker and easier than by pulling the files upward and checking the numbers. The removable tabs could, when the files are charged out to somebody, be placed on the charge-out forms and this would aid in refiling the files. By doing this, much time could be saved and less employees would be necessary to remove files for the Bureau. These tabs would protrude in the same order as the dividing cards in index boxes now being used by most of the agents and clerks in some manner.

(over)

Current practice or rule (Include manual citation as well as facts)

Explained above.

Advantages of suggestion

This method would save time, which in turn would cut down on the number of file pullers needed, which in turn would save the Bureau several thousand dollars each year.

Memo J. Eckert to Mr. Nease 10-6-58 Ed's wmk.

Ack 10-2-58 WWW Rfd to Rec. Branch, Rec'd Coming Div 10-1-58 spa

Disadvantages of suggestion

The tabs would have to be made up and placed on the files.

EX. 132 REC-93 66-2319-92

Annual Savings (Show basis for estimate)

$3260. per employee cut down by doing it in such a way as it could be handled by less employees.

OCT 15 1958

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☑ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Two-ward

Recommendations and comments of Division Head

This suggestion deals primarily with the handling of files in the Records Section. It is recommended the suggestion be routed to the Training and Inspection Division for acknowledgment and appropriate consideration.

Signature and Title

OCT 23 1958

cc designated for empls pers. file

PERS. FILES

Another possibility to this is that the fronts of the files be made in such a way that one edge has a protruding edge such as that on the filing folders now in use for current mail. This procedure would have to be watched as to not get the files to bulky that they could not fit into the courier boxes used for transportating the files between buildings.

RECEIVED-TAMS
SEP 26 10 12 AM '51

OCT 9 9 14 AM '50
RECEIVED-TAMS

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-20-58

FROM : W. G. EAMES

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #452-59
RECORDS BRANCH STREAMLINING COMMITTEE

1541 Files

b6
b7C

SUGGESTION: [redacted] a WB-6 employee assigned to the Messenger Unit of the Records Branch, has suggested through the Streamlining Committee that a latch type fastener (not locked) similar to that used on first-aid kits be used on the file boxes utilized in transporting files and mail between the Identification Building and the Justice Building. [redacted] 52088

PRESENT PROCEDURE: Boxes used to transport files and mail between buildings are secured through the use of heavy duty padlocks. The boxes are locked before being removed from Records space in the Justice and Identification Building to preclude loss of material while in transit. and Justice Building

ADVANTAGES: [redacted] advised that his suggestion would save the Bureau the expense of purchasing locks and keys and would save some employee time spent in locking and unlocking the boxes. He believed that his suggestion would also eliminate considerable noise made by the locks striking the boxes.

CONCLUSIONS: The Records Branch does not favor adoption of the suggestion. Security of material being transported between buildings is of utmost importance. The padlock system prevents unauthorized individuals from gaining access to file material. In addition, in the event of a serious accident involving a courier vehicle the securely locked boxes will prevent file material from being scattered throughout the truck or on a public street.

EX 105

RECOMMENDATIONS:

1. Unfavorable.

REC. 23 66-2319-93

2. For referral to the Training and Inspection Division for proper acknowledgment. Enclosed letter prepared by Training and Inspection Division.

12 NOV 10 1958

TBC:ph:vk
(5)
1 - Personnel file of [redacted]

Enclosure - Ltr 10/22/58

67 NOV 14 1958

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-21-58

FROM : L. E. SHORT

Files

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

b6
b7C

SUBJECT: SUGGESTION #470-59
RECORDS BRANCH STREAMLINING COMMITTEE

SUGGESTION: [redacted] a GS-5 employee assigned to the Filing Unit of the Records Branch, has suggested through the Streamlining Committee that the Filing Unit discontinue the practice of requiring employees to use of identification cards when removing files from the file cabinets. [redacted]

PRESENT PROCEDURE: Employees are required to place an identification card in the file drawer any time they remove a file to place current correspondence in the jacket.

ADVANTAGES: [redacted] believes employees could handle the files more rapidly without using the identification cards.

CONCLUSIONS: The Records Branch does not favor the adoption of this suggestion. The purpose of the identification card is to prevent misfiles and to prevent files being out of the cabinets without a charge out. The use of cards in the Filing Unit was initiated through a suggestion in 1956. At that time the suggestion to use cards was adopted on a trial basis. The trial period reflected that the majority of the employees found the card beneficial to them. The trial period reflected that the card enabled employees to file mail more rapidly and saved wear and tear on the files.

RECOMMENDATIONS:

1. Unfavorable.

2. For referral to the Training and Inspection Division. Formal acknowledgment is not necessary inasmuch as [redacted] is a member of the Streamlining Committee and her contributions will be considered at the end of the program. Training and Inspection Division concurs.

TBC:vmk:vlc
(5)
1 -Personnel File, [redacted]

66-2319-94

REC- 23

12 NOV 10 1958

63 NOV 13 1958

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 10-20-58

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION #459-59
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Sandy

b6
b7C

11320

SUGGESTION: [redacted] a GS-3 employee assigned to the Filing Unit of the Records Branch, has suggested through the Streamlining Committee that employees be required to furnish, in addition to other information, their telephone extension number when requesting files. [redacted]

PRESENT PROCEDURE: When requesting files employees furnish their name, room number, file number and subject matter of request.

ADVANTAGES: [redacted] believes her suggestion would save some employee time due to the fact that occasionally the individual requesting the files must be contacted and in the event he is working in an office other than his office of assignment more than one call is necessary.

CONCLUSIONS: The Records Branch does not favor adoption of the suggestion. The situation referred to by [redacted] occurs infrequently and does not warrant the recording of telephone extension numbers on all requests for files.

RECOMMENDATIONS:

1. Unfavorable.

2. For referral to the Training and Inspection Division for proper acknowledgment. Enclosed letter prepared by Training and Inspection Division.

TBC:bpr:vmk
(5)
1 - Personnel file of [redacted]

Enclosure

66-2319-95

REC- 23

03 NOV 13 1958

12 NOV 10 1958

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 11-21-58

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION #634-59
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen ✓
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

b6
b7C

SUGGESTION: [redacted] a GS-5 employee assigned to the Filing Unit of the Records Branch, has suggested through the Streamlining Committee that files containing duplicate serial numbers be pulled and forwarded to the Numbering Unit for handling.

[redacted]

PRESENT PROCEDURE: When filing a piece of recorded mail, and it is found that a serial has a duplicate serial number in file, the duplicate serial is removed from file and sent along with the piece of mail being filed to the Numbering Unit with the notation "duplicate serial numbers". There is no serial removal form left in the file.

ADVANTAGES: [redacted] advised that due to the fact that no serial removal form is placed in file when a duplicate serial is removed, there is the possibility of an employee thinking that a serial has been misfiled and thereafter conduct reviews in attempting to locate the serial.

CONCLUSIONS: The Records Branch does not believe that the file should be charged out to the Numbering Unit due to the fact that the Numbering Unit has no need for the file in order to correct duplicate serials. Forwarding these files to the Numbering Unit would create additional work for the Filing Unit and our locate problems would also increase. As an alternative, instructions have been issued requiring employees to place a serial removal form in file anytime a serial is removed due to duplication of serials. This will correct the problem presented by [redacted] and will serve as a flag to employees reviewing the file that a serial has been removed and forwarded to the Numbering Unit.

EX. - 132

REC- 95 66-2319-96

RECOMMENDATIONS:

1. Favorable as modified.

20 DEC 2 1958

2. For referral to the Training and Inspection Division for proper acknowledgment: Enclosed letter prepared by Training and Inspection Division.

57 DEC 8 1958

TBC:gbh
(5)

Enclosure

1 - Personnel file of [redacted]

Enclosure - Sent 12/8/58

Employee Suggestion
FD-252 (11-14-55)

#588-59

Date: 10/29/58

To: Director, FBI

From: [redacted] SA

Employee assigned to (Division): New York Office

b6
b7C

SUGGESTION That a new procedure be adopted in the charge-out system used in connection with closed files or serials from closed files.
PROCEDURE: Place appropriate horizontal and vertical lines on both sides of red 10- by 10-inch cards presently in use by closed file units. With 4 appropriate holes the card could be filed with either side up in a closed file from which one or more serials have been withdrawn, as well as be used to charge out a file. The card should contain appropriate headings for all necessary information including: Classification; File number and section; Serial number and description; Employee (to whom charged); Date, requested and charged; Employee to whom recharged; and Date of recharge. As each file or serial is returned a line should be

(cont'd on page 1a)

Current practice or rule (Include manual citation as well as facts) R&R Part II-3-11,11a
--FD-5 must be executed and clipped to a red 10- by 10-inch card which must be placed in the space from which file was withdrawn.

(cont'd on page 1a)

Advantages of suggestion

1. Reduce chances of loss or detachment of charge-out.
2. Insure that requests are recorded in proper order since all charge-outs and requests would be placed on one card.
3. Only 1 item (red card) needed instead of 3 items (red card, charge-out "FD-5," paper clip).
4. Reduce supplies on hand to a minimum since red card used front and back (successively like messenger envelope) could be used a minimum of 46 times and, if recharges in every instance, it could be used a maximum of 92 times.

(cont'd on page 1a)

Disadvantages of suggestion Would probably necessitate telephonic or personal contact between agent and clerk to request or recharge file unless effectuated by agent making request on red card which would then be routed to closed file section.

Annual Savings (Show basis for estimate) Unable to estimate.
--Must consider comparative cost of: 46 to 92 FD-5's, paper clips, storage boxes and red cards; compared with cost of 1 red card.
--Must consider improved physical condition of office.

(cont'd on page 1a)

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

OCT 30 1958

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Special Agent
Signature and Title of Employee

Recommendations and comments of Division Head
See attachment 1b.

OCT 30 1958

Signature and Title

Attachment re T-1 Data Card

SUGGESTION (cont'd from page 1)
drawn through the entry and card used over in same fashion as a messenger envelope. Red cards to be stored, when not in use, in manila folder at front of top drawer of each file cabinet. To route a file to requesting employee, utilize a 3- by 5-inch slip of paper.

Current practice or rule (cont'd from page 1)
--Perforated portion of FD-5 must be executed and used to route file or serial to employee.
--FD-5 must be executed and placed on top of most recent serial in file from which serial withdrawn and red card inserted in the file.

Advantages of suggestion (cont'd from page 1)
5. Improve physical condition of office.
6. Eliminate excessive waste - red card destroyed after 46 or 92 items entered instead of 46 or 92 "FD-5's" being destroyed successively.
7. Eliminate use of paper clips, which might become detached in cabinet drawers, in or near closed file unit cabinets.
8. Eliminate necessity for trash boxes and containers to store supplies of chargeouts, paper clips and red cards on top of closed file unit cabinets.
9. Uniformly provide supply of red cards in each file cabinet for ready access to charge out file or serial.

Annual Savings (cont'd from page 1)
--Must consider only 1/2 time is needed for delivery of file to agent since telephonic request would eliminate time consumed in routing process for FD-5 to be submitted to closed file unit.

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD:

After careful consideration, this suggestion is not favorably recommended. The increase in cost resulting from the installation of additional telephones in the Chief Clerk's Office and the probable use of more clerical employees to man these telephones, makes it impractical. Also, it would require training of agent and clerical personnel in two systems of calling for files -- one for pending and another for closed. Since agents frequently do not know whether the wanted file is open or closed, some confusion would arise.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 11-21-58

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION #494-59
RECORDS BRANCH STREAMLINING COMMITTEE

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

b6
b7C

SUGGESTION: [redacted] a GS-6 employee assigned to the Correlation Unit of the Records Branch, has suggested through the Streamlining Committee that documents such as pamphlets, booklets, newsletters, and printed reports be prepared for filing so that the printed matter is more accessible for reading. [redacted] advised that the files contain numerous pamphlets and similar material which are impossible to review without taking the entire file apart. [redacted] suggestion relates to material which is bound or stapled on the side; thereafter, it is placed in file through the use of file fastners through the top of the pamphlet or booklet. When reviewing a file, it is impossible to review the printed material without taking the file apart due to the fact that the booklet or pamphlet is bound both at the side and at the top. Her suggestion indicates that this material should be separated from its binding on the side and merely placed in file with the file fastners on the top.

PRESENT PROCEDURE: [redacted] suggestion is the current practice wherever practicable; however, on occasion some material due to its make-up cannot be handled as suggested by [redacted] This is true of documents prepared on very thin onionskin paper or of similar material that could become detached and lost while the mail is being processed or prepared for filing.

RECOMMENDATION:

For referral to the Training and Inspection Division for review. A formal acknowledgment of [redacted] suggestion is unnecessary as she has been orally thanked and advised that her suggestion is the current practice followed in the Records Branch wherever possible. Traiming and Inspection Division agrees, No further action necessary.

TBC:mmr:vmk
(5)
1 - Personnel file of [redacted]

66-2319-99

EX. - 133

REC 15

20 DEC 2 1958

52 DEC 8 1958

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: 11-26-58

FROM : L. E. SHORTLEY

Files

SUBJECT: SUGGESTION #495-59
RECORDS BRANCH-STREAMLINING COMMITTEE

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

b6
b7C

SUGGESTION: [redacted] a GS-5 employee assigned to the Filing Unit, Records Branch, has suggested through the Streamlining Committee that a log be maintained to record the delivery of all files. This log would set forth the file number, the name of the individual to whom the file is delivered, room number and the identity of the individual making the delivery.

PRESENT PROCEDURE: No such log is presently maintained, however, a record is made recording the identity of the employee making specific file delivery runs. With the identity recorded, it is possible to place responsibility in the event a file is improperly handled.

CONCLUSIONS: The Records Branch does not favor adoption of this suggestion. The proposal would require a great amount of detailed clerical work in recording the file numbers of all material delivered and would consequently slow down the delivery of files. No difficulty is being experienced with the present system, and accordingly, no change is necessary.

RECOMMENDATION: X Log For Recording File Deliveries

1. Unfavorable.

2. For referral to the Training and Inspection Division for proper acknowledgment. Enclosed letter prepared by Training and Inspection Division.

LES:vmk
(5)
1 - Personnel file [redacted]

Enclosure - Recd 12/3/58

REC-17 66-2319-98

11 DEC 9 1958

EX-108

66 DEC 12 1958

Employee Suggestion
FD-252 (Rev. 2-4-57)

DF 32-60

Date: July 14, 1959

To: Director, FBI

From: (Suggester's name) [redacted] 62-16

Division of Assignment: SAVANNAH

b6
b7C

SUGGESTION

It is suggested that Form FD-245 (File Front), be printed on both sides. This would make the file front more useful. After having been used on one side, it could be marked through on that side, turned over and used again.

JUL 23 1959

Files

Current practice or rule (Include manual citation as well as facts)

File Fronts are presently printed on only one side. After being used on that one side it cannot be used as a front any more, and has to be saved for use as a file back.

Advantages of suggestion and annual savings (include basis for estimate)

The advantage would be in the saving of file fronts, inasmuch as twice as much use could then be derived from each file front as is now obtained. It is believed that more file fronts are now having to be ordered than file backs since twice as much use can be obtained from the unprinted file backs. The file backs are presently retained for future use after file consolidation projects have been completed, and an ample supply of file backs is always on hand. At the present time file fronts can be used as fronts on only one side, and after use of one side they are saved for use as backs. It is believed that if they were printed on both sides, after being utilized on one side (see addendum)

Disadvantages of suggestion

Extra printing involved in printing both sides of the File Front.

cc-designated for employees file

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Chief Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

I recommend the adoption of this suggestion provided the cost of printing does not offset the savings to be effected in the field.

62-102

Charles N. Brown

Signature and Title

(Do not write in this space - for Bureau use only)

Left to [redacted] 7-24-59

REC-91 66-2319-99

60 AUG 3 1959

18 JUL 22 1959

5 - Bureau

ADDENDUM TO SUGGESTION OF [redacted] dated July 14, 1959 b6 b7C

Advantages of suggestion and annual savings (continued)

they could then be reversed, the used side being marked through, resulting in the use of both sides.

No basis presently exists on which to arrive at any monetary saving estimate in this connection; however, it is believed considerable savings would result. The majority of file fronts are used only on cases requiring limited investigation, therefore same do not become worn or mutilated and could well be put to further use.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: February 13, 1959

FROM : C. Q. SMITH

SUBJECT: ELEVATOR FILES FOR INDEX CARDS

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

You will recall that we have conducted several experiments during the past year both at the Seat of Government and in the field concerning the feasibility of using elevator files to house our index cards. We already have such an installation in the Card Index Section of the Identification Division which has worked out very well. Installation of Diebold and Remington Rand equipment on a trial basis was made in the Records Section of the Bureau and it was found the equipment was not practical for the operation being performed in that section.

Similar equipment was installed in the New York Office to determine whether it would be worthwhile in a field office type of operation. SAC Foster has now advised the results of this latest test. He found that if his entire indices were converted to elevator files, a total of 6,619 hours or $10,569 would be saved each year. Total cost of the 33 units necessary to convert his indices would be $120,842. Therefore, it would take approximately 11 3/4 years before the machines would pay for themselves. This does not take into consideration maintenance costs, obsolescence and replacement costs which would have to be considered if such an installation was made. Obviously from the above the purchase of this equipment is not warranted on the basis of monetary savings, for field office use.

The equipment does have some advantages such as employees comfort (they can sit down to work in the elevator file) individual responsibility, etc. As previously noted, the Identification Division Card Index Section installation has proved satisfactory. This is due to the enormous size and concentration of this indices. The situation peculiar to the Card Index Section does not prevail in our field offices. It is felt the initial cost and the fact that only one employee has access to the indices cards at a time (the present file cabinets allow a number of employees to work in the same area) make this type of equipment unsuitable for use in our field offices.

RECOMMENDATION

66-2519-
NOT RECORDED
140 FEB 25 1959

It is recommended that the attached SAC Foster be sent advising elevator files are not practical for Bureau use since we have had inquiries from several field offices in this regard.

Enclosure
1 - Mr. Newman (sent direct)
CQS:gt
3

66 FEB 27 1959

66-2519-

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to File No.*

February 9, 1959 WASHINGTON 25, D. C.

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

Files

(A) REMINDERS OF RECORDS BRANCH PROCEDURES -- As a result of the recent Inspection of the Records Branch the following clarification of regulations and reminders are deemed necessary.

Stop Desk:

On page 10, Part 9, of the Bureau Supervisors' Manual, instructions are set forth concerning the placing of a stop on incoming mail with the Stop Desk, Extension 762. Complete data should be furnished to the Stop Desk concerning the scope of the stop; i.e., whether it is for a specific piece of mail or a permanent stop on a particular case or subject matter. Additionally, the desk should be furnished the correct subject matter, source, file number if known, and any other information believed pertinent and which would insure that the stop is fully effective. There are a large number of stops currently in effect and it is therefore extremely important that when one has served its purpose it be promptly removed. This should be done by a telephone call to the Stop Desk as soon as possible. Periodically, lists of outstanding stops will be sent to each Division. Thereafter, they will be routed to the Official or Supervisor who has outstanding stops listed thereon to remind him of this fact. If at that time the stop can be conveniently removed, it should be marked through and initialed by the Supervisor. If it is still to remain in effect, only the initials of the interested Supervisor will be necessary to keep it in effect.

66-2319-

NOT RECORDED

47 FEB 11 1959

Recording and Expedite Processing of Mail:

All mail received in the Bureau that is to be permanently retained in our files will be either recorded (fully processed by the Records Branch) or expedite processed (partially recorded--abstract retained in Routing Unit but indexing not completed). With certain specific exceptions, this should be accomplished as soon as possible after receipt in the Bureau. The exceptions are teletypes, airtels, memoranda originating at the Seat of Government, correspondence from the field or any other source that will not be permanently retained in our files, and all types of mail relating to the applicant-type cases which are given a special type of handling not requiring immediate recording. While these listed exceptions for practical reasons do not require immediate dispatch to the Records Branch for recording or expedite processing, they must be fully processed as quickly as possible commensurate with the necessary action that must be taken.

51 FEB 13 1959

ORIGINAL COPY FILED IN 66-2319-1678

To implement these regulations, there are set forth on page 13, Part 21, of the Supervisors' Manual instructions commonly referred to as the 5-day rule. On the second Wednesday of each month, every Assistant Director is responsible for a complete check of all mail (and files) in the possession of personnel in his Division. Predicated on the check, Mr. Tolson must be furnished with a detailed report of all mail (and files) in that Division over five working days. It is expected that this regulation will be fully enforced and implemented by each Division in order to insure that all mail (and files) are promptly returned to the Records Branch, not only for processing in the case of mail, but to insure that it will actually get into file promptly and be readily available for anyone who might have reason to refer to it later.

Special Requests for Messenger Service and Files:

Once a month at irregular intervals a spotcheck of one week's duration will be made of all requests for special messenger service. A tabulation by Division will be furnished to each Assistant Director. Additionally, a copy will be furnished to Mr. Tolson. The obvious purpose of this periodic survey is to minimize the number of requests for special messenger service and to pinpoint those sections or individuals who are abusing this privilege. Accordingly, you should be in a position to fully justify any requests for special messenger service as against utilizing the regular messenger service available to all offices.

Surveys in the last two months reflect a steady increase in the number of requests for deliveries of investigative files "special." The Records Branch is presently in a position to furnish rapid service on "regular" and "next delivery" requests if the Supervisors will only utilize this more economical service. Continued excessive use of "special" service in requesting files will adversely affect all types of service of this kind, resulting in slower deliveries in all categories.

Very truly yours,

John Edgar Hoover

Director

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to File No.*

January 19, 1959 WASHINGTON 25, D. C.

4 (S.T.)

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

Files -

(A) TRANSFERRING OF FILES -- Since there has been some misunderstanding concerning the procedure to be followed in transferring files, and the failure to properly transfer files has resulted in considerable locate work, the pertinent instructions are being reiterated.

The transfer of all files except personnel files may be accomplished by dialing extension 421. This should be done by the sender in each instance in order to eliminate the possibility of duplicate transfers.

Personnel files are to be transferred only when sent from one Seat of Government division to another and not accompanied by dictation. The sender should dial extension 532 to transfer personnel files. Although the sender is not required to transfer personnel files moved from one office to another within the same division, his helpfulness in voluntarily transferring files when he contemplates that any locate problem might arise at a later date will be appreciated by the Records Branch.

Very truly yours,

John Edgar Hoover

Director

66-2319

NOT RECORDED
141 JAN 21 1959

57 JAN 21 1959

ORIGINAL COPY FILED IN 66-82-16

NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GUIRE

DATE: 10-20-59

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: PURCHASE OF FILE FRONTS. CODE 422

Files with impregnated compressors

As you know for some period of time, we have been using a file back with impregnated fasteners (fastener is permanently attached to the file back) and have found them to be highly satisfactory for our filing operations. For some time we have been considering the possibility of also using file fronts with impregnated compressors (compressors permanently attached to file front). A discussion concerning this possibility was held with [redacted] local representative of the Shaw-Walker Company, from whom the Bureau purchases our file fronts. As a result of this discussion, [redacted] corresponded with the headquarters of the Shaw-Walker Company and their engineers conducted some experiments to see if this idea was feasible. They subsequently furnished us with the attached sample file which contains both an impregnated fastener attached to the file back (this is what we are using now) and an impregnated compressor attached to the file front. As a result of our inquiry, the Shaw-Walker Company has now placed file fronts with impregnated compressors on government schedule.

b6
b7C

As a result of our experiments with this file front with impregnated compressor, we have concluded that the use of this type of file front would result in a savings of time in the filing of mail and would insure that the compressors are always placed back on the file fasteners after employees have finished with the file.

With the present type of file front being used (compressor is a separate item) there are four steps involved in the filing of a piece of mail: 1. employee removes compressor and file front from file, 2. files piece of mail, 3. places file front back on file, 4. places compressor on file fasteners. By using a file front with impregnated compressor, the last two steps mentioned above will be consolidated, thus eliminating one step in this process. Considering that for a period of twelve months (October 1958 through September 1959) we filed 1,107,064 pieces of mail and opened 90,245 new files, the elimination of this one step would result in a sizable savings in employee time since a great majority of the mail being filed obviously goes into the new files being opened.

JWM:llb
(4)
Encl. (1)

REC- 12

66-2319-100

EX 100

3 NOV 17 1959 64

10 NOV 19 1959

13

Memo: Short to McGuire 10-20-59
Re: Purchase of File Fronts

Although these file fronts will cost $26.80 more per thousand (additional cost due to installation of impregnated compressors) than the file fronts we are now using, we fecl the additional expense is more than justified on the basis of the savings which will result due to the elimination of one step in the filing of each piece of mail which would be placed in these files.

Inasmuch as we have only a four to five month supply of file fronts on hand and it takes approximately ninety days to secure delivery, it is requested that 80,000 file fronts (heavy duty, 18 point letter size, Shaw-Walker Catalog number 44-182-A, item 38C, cost $24.15 per thousand) with compressors installed (Shaw-Walker Catalog number 44-182-A, item 24D, cost $2.95 per hundred) be purchased from the Shaw-Walker Company, local office, 728 Seventeenth Street, Northwest, Washington 6, D. C. and delivered to the Filing Unit, Room 1113 IB. This supply will last for approximately six months.

RECOMMENDATION:

That 80,000 file fronts with compressors installed (as described above) be purchased from the Shaw-Walker Company, local office, 728 Seventeenth Street, Northwest, Washington 6, D. C. and delivered to the Filing Unit, Room 1113 IB.

Ordered 10/29/59 JFM

This is an excellent idea.
F.W.W.

10/21/59
ALERTNESS INDICATED HERE TO FURTHER STREAMLINE A ROUTINE PROCEEDURE HAS BEEN MOST PRODUCTIVE.

Lets try with this one batch of 80,000 - in view of excess cost of nearly $2000 for each stripe - will have future orders to be completely punched JFM 10/28

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MCGUIRE

DATE: 11-2-59

FROM : L. E. SHORT

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W. C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: SUGGESTION #228-60
Submitted by [redacted] GS-4
GS-4, File Review Unit
EOD 11-12-57

b6
b7C

SUGGESTION: FILES

There is attached hereto a suggestion submitted by [redacted] GS-4 File Clerk assigned to the File Review Unit, who suggested several changes in the procedure of the returning of files to the Filing Unit. He suggests that (1) when files are picked up from the various offices in the Justice Building they be sorted into boxes that are marked for routing to the five sub filing units; (2) that a table be set up in sub Filing Unit Two to receive the incoming boxes from the Justice Building; (3) upon receipt of the boxes within the Filing sub units, these files would be placed in numerical sequence by an employee assigned to returning the files to the cabinets. He feels that the adoption of his suggestion would result in the following advantages: (1) Files would be returned much faster. (2) Locating would be expedited. (3) Less handling would tend to cut down on file repair. (4) Misfiles would be cut down considerably. (5) Unit Two would have more space for filing cabinets. (6) Returns for night shift would be cut considerably. (7) Fewer employees would be needed in Unit Two and on the night shift.

PRESENT PROCEDURE:

Files are picked up from offices throughout the Justice and Identification Buildings and delivered to the return table located in the basement of the Identification Building. There the files are broken down by classification, sequenced numerically and delivered to the Filing sub units where they are returned to file.

(Continued on Page 2)

JWM:gbh:vmk
(5)
Enclosures
1 - Personnel file of [redacted]

REC-11 66-2311-101

(Sent separately)

EX-133

(See Addendum page 2)

1 ENCLOSURE

58 NOV 23 1959

-2 pmks

*Memo L. E. Short to Mr. Mc Guire* *11-2-59*

*RE; Suggestion #* [redacted] b6 b7C
*Submitted by*

*RECORDS BRANCH OBSERVATIONS:*

*Records Branch is opposed to adoption of the suggestion. Because of the tremendous volume of files returned (1,135,518 returned during past twelve months, the monthly average 94,626 and the daily average 4,542) a centralized operation as we have at the present time is more desirable than several individual operations and can be operated more economically because files are handled on a mass production line type basis. Inasmuch as there is an uneven flow in the return of files (majority of files returned late in the day) the centralized system is preferable to the decentralized system, particularly since night shift receives and handles the bulk of file returns and a decentralized system would create supervisory problems inasmuch as our records are located in four separate areas on three separate floors in the Identification Building. The same number of work operations necessary to return the files from the officials using the files to the cabinets would still be necessary under suggested procedure and these operations can be more economically handled under a centralized system.*

*RECOMMENDATIONS:*

*1. That this suggestion not be adopted.*

*2. For referral to the Training and Inspection Division for acknowledgment.*

ADDENDUM BY TRAINING AND INSPECTION DIVISION: RWB:jmp 11-4-59

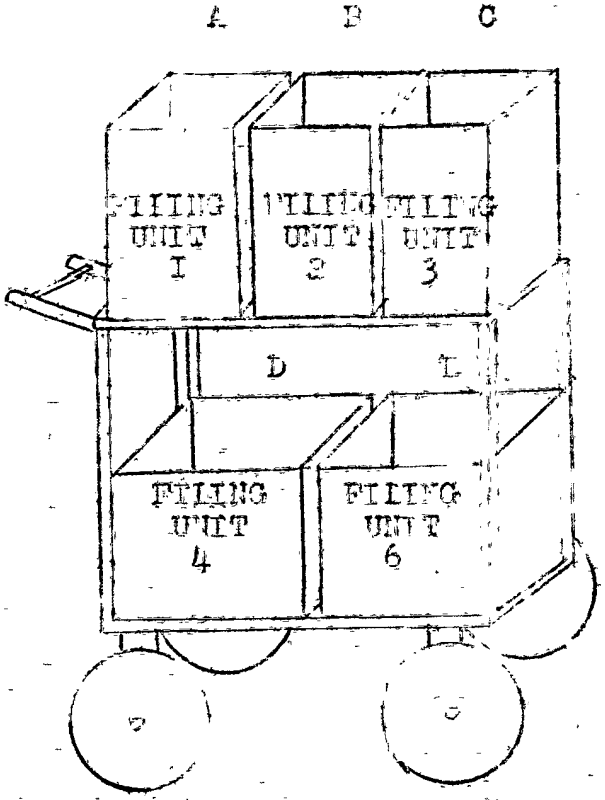
Training and Inspection Division agrees that the suggestion should not be adopted for reasons indicated above. A letter thanking [redacted] for his idea is attached for approval.

11/10 - 11/5

SUGGESTED PROCEDURE : It is suggested that the following procedures be established in the returning of files to the Filing Unit.

1. That when files are picked up from the various offices at Justice, they be sorted into boxes that are marked for routing to the five sub filing units. (See example one.)

EXAMPLE I




PROPOSED FILE-PICK-UP SYSTEM AT JUSTICE

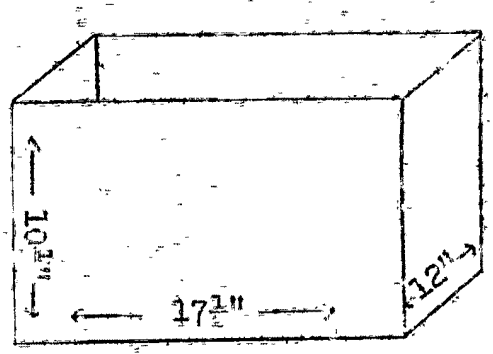
The ideal situation would be to utilize the current type courier box (17½" long, 12" wide and 10½" in depth) as A, B and C. As filing units four and six handle a larger quantity of files, a larger box would be necessary. A suggested size would be 18x18x18.for boxes D and E. At present there are eight pick-up runs per day from Unit eight. Two carts are borrowed from courier service and used on each run by Unit eight. At the completion of each pick-up the boxes are taken to the Courier Service for delivery to Ident.

ENCLOSURE 66-2119-1

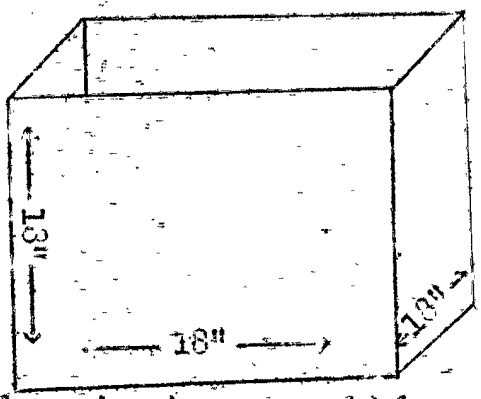
As files are also sent from Unit eight to Courier Service(pick-ups from the seventh floor), boxes would have to be kept on hand in Unit eight.

MEASUREMENTS FOR BOXES :

A, B and C including lid.
( Currently being used )




D and E including lid.
( Proposed )




NOTE: (Regular size boxes could be used if one extra could be carried on the run.) Each box is equipped with a hinged lid and loop.

2. That a table be set up in Filing Unit Two to receive the incoming boxes from Justice. At present the return table method is being utilized.

This table would replace the return table and should not be a space consuming item as the largest amount of boxes transported by Courier Service on one run is nine. The average amount of boxes per trip is four or five. As there are file-pick-up runs to 611818, 612018, File Review, Correlation and Filing Unit Six from Unit Two, boxes would have to be kept on hand at the proposed table for sorting and delivery of these files. There are six file-pick-up runs from Unit Two, starting at 9:15 and ending at 3:15 PM. One employee should be sufficient for the work on this table. ( Two, if the work load requires. ) See example II:

3. Upon receipt of the boxes within the Sub Filing Units, the files would be numericalized by an employee assigned to returning of files to the cabinets. One employee should be sufficient for this work. ( Two, if the work load requires. ) As soon as the files have been numericalized, they should be immediately sent to file. Empty boxes on hand in the Sub Filing Units would be picked up after each delivery by employees from Unit Two. This will deter any"cluttering"up of the Filing Units.

PRESENT PROCEDURE :

At present, when files are picked-up from offices at Justice, they are broken down into two groups ( 1-99 and 100 thru end of files ) and placed into one of six boxes that has the proper break down on it. These boxes are carried on a cart which is handled by two employees from Filing Unit Eight (Justice). While one employee obtains the files from various offices, the other remains with the cart for security measures and to arrange the boxes so that the filled ones are on the lower section of the cart. When the boxes are all filled they are taken to Courier Service for transporta-

PRESENT PROCEDURE CON'T : tion to Filing Unit Two which is located at room G101ib. The files are then removed from the boxes and pitched into six different bins for further break down. ( 1 thru 60, 61 thru 64, 65 thru 99, 100-0 thru 100-299999, 100-300000 thru end of 100 classification and 101 thru 157.) During the morning hours an average of two or three employees are used on the return table . During the afternoon it will average between six and twelve employees. After the files have been broken down six ways, they are arranged by case number on the flat surface of the return table. The files are then completely numericalized after enough have gathered to warrent putting them into order. Meanwhile, files are being added to the return table through file-pick-ups in 6118ib, 6120ib, File Review, Correlation and Filing Unit Six. The files are then placed onto buggies in numerical order and taken to the filing cabinets of the sub filing units. There, the files are laid on the end cabinet of each row if there are files for that particular row. Employees assigned by the Sub Filing Units to return files will then take the files and place them over the cabinet in which they are to be returned. The files are then returned to file.

ADVANTAGES :

1. Files would be returned much faster.
2. Locating would be expedited.
3. Less handling would tend to cut down on wear and tear.
   a. Repairs
   b. Lamination
4. Misfiles would be cut down considerably.
5. Unit two would have more space for filing cabinets.
6. Returns for night shift would be cut considerably.
7. Fewer employees in Unit two and night shift.

DISADVANTAGES :

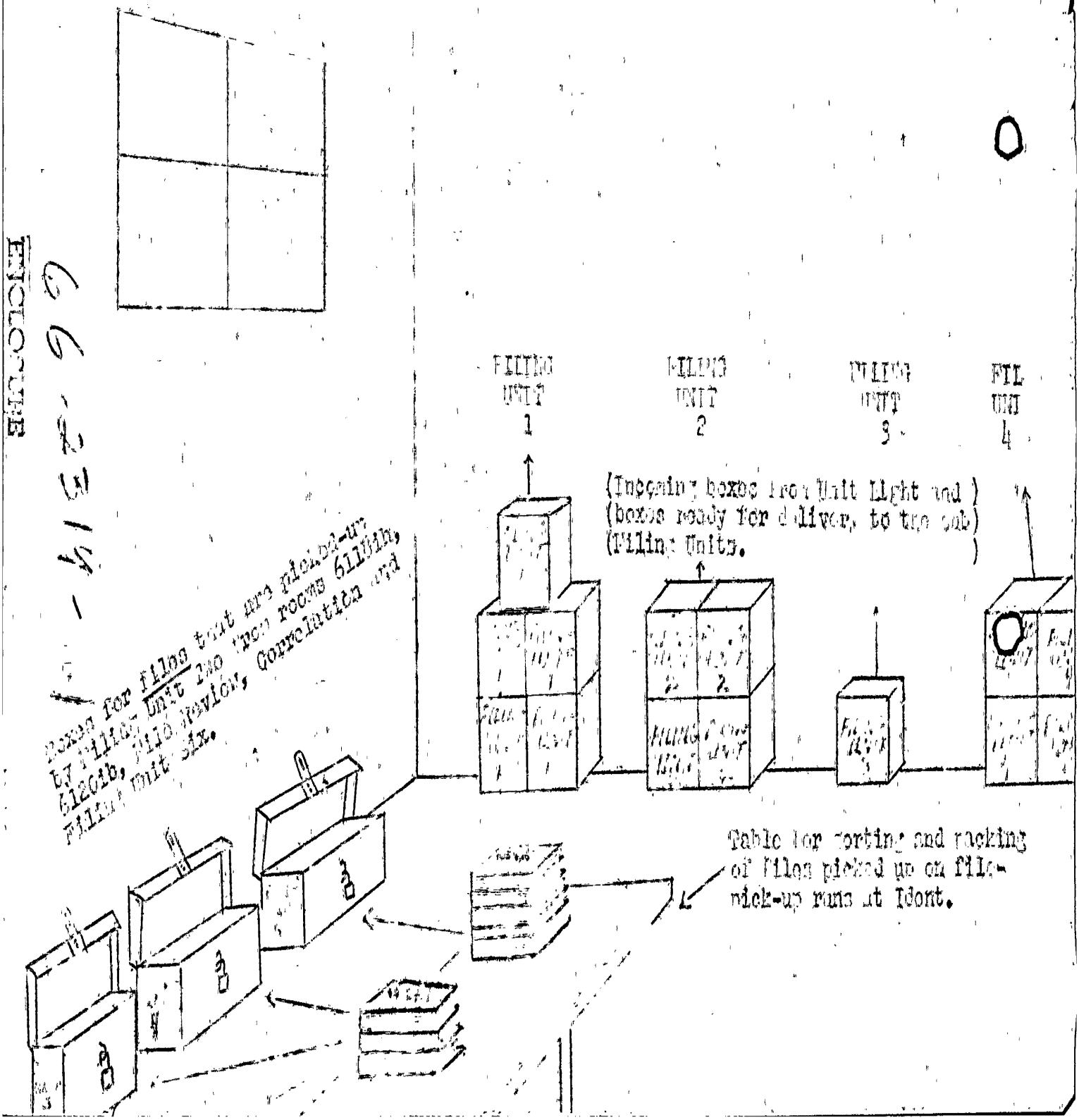
1. Space in Filing Unit four.
2. Boxes for Units four and six on file-pick-ups at Justice would fill more rapidly than boxes for Units one, two and three. ( File-pick-ups at Justice are confronted with almost the same problem now. The 100-0 thru 157 boxes fill more rapidly than the 1 thru 99. )
3. Larger box : This could be overcome by adding an additional box to the six boxes carried by Justice Building file-pick-up personnel.
4. Bulkies : Bulkies only average 15-17 returned daily. They should create no real problem.

b6
b7C

Suggested By -

EXAMPLE II

PROPOSED TABLE TO BE SET UP IN FILING UNIT TWO TO RECEIVE INCOMING BOXES FROM JUSTICE. FROM HERE, BOXES WOULD BE DELIVERED TO THE SUB FILING UNITS:



FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
Att'n: Forms, Manuals Desk
Training and Inspection Div'n

DATE: November 4, 1959

FROM : SAC, Philadelphia

SUBJECT: [redacted] 66-12 Files

b6
b7C

SPECIAL AGENT
SUGGESTION

Enclosed in triplicate is the suggestion of the above agent that file covers be made in five different colors for various types of cases.

I believe the suggestion has merit, although to change the color of the file back when a subject is designated a fugitive would create an additional burden and be impractical.

2 - Bureau, Enc. 3
1 - Phila

CEH:AVM
(3)

3 ENCLOSURE

66-2319-102

REC-11 7 NOV 1959

EX-133

63 NOV 25 1959

Employee Suggestion
FD-252 (Rev. 2-4-57)

8

8#280-60

Date: 11/3/59

To: Director, FBI

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: PHILADELPHIA

SUGGESTION

It is being suggested that file covers be made in five different colors, with each color being designated for a certain type of case. By producing the file covers in pastel or light colors, black lettering would be more noticeable and easy to read. The following categories would seem most logical and advantageous.

1. Applicant cases
2. Security cases
3. Fugitive cases
4. Criminal cases other than fugitive
5. Administrative files and all other files not falling within the above categories.

Under the above system when criminal cases became fugitive cases it would be necessary to change the file cover.

Current practice or rule (Include manual citation as well as facts)

At the present time file covers (Form No. 1-D. of I.), which are light tan in color, are used for all types of cases.

Advantages of suggestion and annual savings (Include basis for estimate)

1. Save time in locating files, especially in the larger offices. Files which are not in the pending or closed file cabinets and which are requested through special file search, could be located more expeditiously.
2. Help prevent misfiling, that is a file clerk would be less inclined to put a security file in a closed criminal file cabinet, if the file covers were of different colors.

Disadvantages of suggestion

None apparent at the present time.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss S.A. [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head: I believe the suggestion has merit. However, I think that designating fugitive cases a separate color would create a burden and would not be practical, since it would require changing file backs on a case when the subject becomes a fugitive.

[redacted]

Signature and Title: Special Agent in Charge

(Do not write in this space - for Bureau use only)

cc - [illegible]
emp's pers file

Ack 11-10-59 Rec Sym 66-2319 - 102 2 encls

ENCLOSURE

Recommendations and comments of Division Head (Continued):

I believe that the distinctive color for different types of cases would do much to facilitate filing and would prevent misfiling.



Employee Suggestion
FD-252 (11-14-55)

# 458-60

Date: 1/11/60

To: Director, FBI

From: SAA [redacted]

Employee assigned to (Division): NEW YORK

b6 b7C

SUGGESTION

A rubber stamp, or mimeograph, be prepared, containing the names of all cities having Bureau offices, in alphabetical order. Spaceshould be provided alongside each city for the purpose of placing the file number of that office, and in parenthesis, the NYO serial number where the other office file number first appears.

This stamp or mimeograph would remain as a top serial or on the top file volume cover. There would thus be a record of all offices which ever communicated with the office maintaining the record.

Names of Bureau offices be placed on File Covers of auxiliary offices with space to list file Number

Current practice or rule (Include manual citation as well as facts)

Rules and Regulations, Part II, Sec. 3, p. 7 - File numbers for auxiliary offices may be entered in longhand on the inside of the file cover in the right-hand corner.

Advantages of suggestion

Form would materially assist in dispensing with file reviews by SAs to locate these numbers, and which the Handbook says should be included in communications to other offices, if readily available.

In the preparation of reports for dictation, not only would the file numbers of auxiliary offices be known, should other leads be desired to be covered, but the possibility of these file numbers being overlooked would be obviated. The remaining other office file numbers, where no leads are desired to be covered, would thus serve as reminders of possible leads not covered, and also cause consideration of likely leads to be covered.

The theory of the above is similar to the system employed in keeping a record of the various SA responsibilities on the PCI Program, with respect to the items necessary to cover with PCI in contact with him.

Disadvantages of suggestion

0 Files

Annual Savings (Show basis for estimate)

REC- 60 66-2319-104

12 JAN 19 1960

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☐ Miss [redacted] SAA

Signature and Title of Suggester

Recommendations and comments of Division Head

Not recommended, since current regulation permitting entry of file number of auxiliary offices on inside of file cover appears to adequately cover the problem.

[redacted]

Signature and Title

RECEIVED JAN 13 1960

FBI - NEW YORK

RECORDED JAN 13 1960

FBI - NEW YORK

Routed 1-15-60

Routed JAN 28

PERS. FILES

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Gale
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

b6
b7C

TO : MR. MC GUIRE

DATE: January 11, 1960

FROM : L. E. SHORT

SUBJECT: SUGGESTION - FILE BACKS
Submitted by [redacted]
Clerk, Seattle Field Office

[redacted] Clerk, Seattle Field Office, has suggested that the field offices be supplied with file backs of the same quality as file covers, that punched backs with removable fasteners. She points out that file backs are presently equipped with fasteners glued on the back. [redacted] states that the fasteners are of thin metal and after having been bent several times in the filing process are not reusable. She also points out that because of the thin metal fasteners, the edges are sharp and cut into the paper causing tears. She feels that with removable fasteners, the file backs may be reused many times. The Training and Inspection Division has requested the views of the Records Branch concerning this suggestion.

RECORDS BRANCH OBSERVATIONS:

The Records Branch uses file backs with imbedded fasteners similar to the type used in the field. While these backs are more expensive, it has been our experience that they are far superior for filing operations to those backs with removable fasteners. Backs with removable fasteners have the following major disadvantages:

1. When an employee is filing mail, many times the fastener will fall out of the file back thus necessitating unnecessary use of employee time to replace fastener.

2. Unless file compressor is securely and tightly fastened to fastener, the fastener protrudes from the back of the file and many times catches on the other files causing tears or creating difficulty in returning files to the cabinets.

(Continued on Page 2)

JWF:gbh;llbb
(5)
1 - Personnel file of [redacted]
Enclosure

EX 105
REC- 84
66-2319-105
14 JAN 25 1960

ENCLOSURE
Memo Malone to Mohr 1-21-60
RWB:mcb
50 JAN 29 1960

Memorandum L. E. Short to Mr. McGuire 1/11/60
Re: SUGGESTION - FILE BACKS
Submitted by [redacted] b6 b7C
Clerk, Seattle Field Office

We have experienced very little difficulty with fasteners breaking off and have been well satisfied with this type of file back. We intend to continue to use them at the Seat of Government and feel that the field should realize the same benefits.

RECOMMENDATION:

For referral to the Training and Inspection Division for appropriate action.

Employee Suggestion
FD-252 (Rev. 2-4-57)

Date: 12/15/59

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] -3 | FBI, Seattle, Washington |

b6
b7C

SUGGESTION

I suggest that our offices be supplied with file backs of the same quality as the file covers, punched backs with removable fasteners.

Current practice or rule (Include manual citation as well as facts)

File backs with glued-on fasteners.

Advantages of suggestion and annual savings (include basis for estimate)

File backs presently furnished come equipped with fasteners glued on back. The fasteners are of thin metal and after having been bent several times in the filing process are not re-usable, which means both the fastener and back must be discarded after the first using. Because of the thin metal used the edges are sharp and cut into the paper, causing them to tear. When fasteners are removable the file back may be used many times. This being the case there would be a savings effected with the use of removable fasteners.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[ ] Mr. [X] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head I have contacted Chief Clerk, Seattle, who is of opinion the suggestion has considerable merit. There will be a certain savings effected by using file backs without attached fasteners since they can be used and reused many times whereas, as [redacted] suggests, the file backs with attached fasteners wear out much faster and have no further use thereafter

Signature and Title SAC

(Do not write in this space - for Bureau use only)

ENCLOSURE

memo sent to Mr. Belmont 1/11/60 jm-gfh

66-2319-105

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

*Memorandum*

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: January 21, 1960

FROM : Mr. Malone
Files

SUBJECT: SUGGESTION #391-60
SUBMITTED BY [redacted]
SEATTLE OFFICE

b6
b7C

SUGGESTION: That field offices be supplied with file backs with removable fasteners.

PRESENT PROCEDURE: File backs with glued-on fasteners are utilized throughout the Bureau.

OBSERVATIONS: [redacted] pointed out that the fasteners on file covers now utilized are not reusable.

The Administrative Division advised that the file covers we now use cost $36.94 per thousand and the file covers without fasteners plus the individual fasteners costs $29.95 per thousand. If the suggestion is adopted, a savings of $16.99 will be realized for each thousand file backs purchased by the Bureau.

The Files and Communications Division studied this proposal and is opposed to utilizing the suggested file covers. They gave two reasons for their being opposed which are as follows: (1) when an employee is filing mail, many times the fastener will fall out of the file thus necessitating the employees time to replace the fasteners, and (2) unless file compressor is securely and tightly fastened to fastener the fastener protrudes from the back of the file and many times catches on the other files causing tears or creating difficulty in returning files to cabinets. The suggested fasteners protrude from the back of the files and get caught onto other file fasteners resulting in files being misfiled. In the past, this has created a locate problem and much time has been lost in finding the missing files. In addition, the proposed type of fasteners tend to take more space in file drawers and when used in great numbers allow fewer files to be maintained per file drawer.

REC-84 66-2319-106

EX-105

14 JAN 25 1960

In view of the disadvantages noted above and because the proposed type of fasteners tend to extend from the file and could possibly mar desks, etc., it is felt that the disadvantages outweigh the savings.

(Continued on Page 2)

1- Personnel file of [redacted] (sent direct)

RWB:mgj
(3)

50 JAN 29 1960

2-

Memorandum Mr. Malone to
Mr. Mohr
Re: Suggestion #391-60

RECOMMENDATION: That the suggestion not be adopted. If you agree, no further action need be taken as [redacted] suggestion was acknowledged by letter dated 12/29/59.

b6
b7C

OK
J. A. S.
11/22

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MC GUIRE

DATE: 1/26/60

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION # 509-60
RECORDS BRANCH STREAMLINING COMMITTEE

b6
b7C

SUGGESTION: [redacted] a GS-3 employee assigned to the Filing Unit, Records Branch, has suggested through the Streamlining Committee that each supervisor's office throughout the Bureau maintain and keep up to date a form containing complete data on all file requests by that office which would reveal the travel of the file such as the date and time it was returned to file.

PRESENT PROCEDURE: [redacted] indicates that keeping such forms up to date and having them accessible to locate clerks would speed the locating of files that have been charged out and are wanted by other supervisors.

CONCLUSIONS: Records Branch is not in favor of adopting this suggestion in that it is felt it would be a tremendous burden on supervisors and their clerical staff to keep these forms up to date and they would not be used a sufficient number of times to warrant the time and expense in preparing the form.

RECOMMENDATIONS:

1. Unfavorable.

2. For referral to the Training and Inspection Division for acknowledgment and appropriate action.

REC- 19 66-2312-107

EX-130

23 FEB 4 1960

SEE ADDENDUM BY TRAINING AND INSPECTION DIVISION PAGE 2.

1 Enclosure
TCH:llb;gbh
(7)

1 - Personnel file of [redacted]

58 FEB 9 1960

ADDENDUM BY TRAINING AND INSPECTION DIVISION RWB:mgj 1/27/60

This Division agrees with the recommendations of the Files and Communications Division. Attached for approval is an appropriate letter to [redacted] b6 b7C

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : MR. MCGUIRE

DATE: 3-28-60

FROM : L. E. SHORD

SUBJECT: Suggestion Submitted By
[redacted]
GS-7, Correlation Unit
CORR. EOD 8-29-42

b6
b7C

SUGGESTION: [redacted] suggested through the Records Branch Streamlining Committee that all files in the 100 classification opened during World War II from 1939 to 1946 in which there was no investigation conducted or the investigation determined there was no violation or security risk involved be destroyed.

PRESENT PROCEDURE: There are no provisions for the destruction of such material.

CONCLUSIONS: Records Branch is not in favor of adopting this suggestion since it would be a tremendous task to find the files involved and have clerical employees of the Records Branch attempt to evaluate them in accordance with the proposed suggestion. On subversive searches in the File Review Unit, the rules provide for the identing of files if an allegation of subversive activity has been made whether this allegation was substantiated or not. With the many problems that would arise in adopting such a suggestion, it is doubtful that such a project could be undertaken at a reasonable cost.

ACTION: [redacted] should be orally thanked for the submission of this suggestion, and a copy of this memorandum will be placed in her personnel file so that her interest in the Records Branch Streamlining Committee might be noted.

RECOMMENDATION:

For information.

TCH:gbh
(5)

REC-17 66-2319-108

EX-129 18 MAR 30 1960

1 - Personnel file of [redacted]

50 APR 5 1960

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. MC GUIRE

DATE: 4-5-60

FROM : L. E. SHORT

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

b6
b7C

SUBJECT: Suggestion Submitted By
[redacted]
GS-2, Filing Unit
EOD 12-14-59

Files

SUGGESTION: [redacted] has suggested through the Streamlining Committee that all aliases of subjects be listed on the inside of the file cover.

PRESENT PROCEDURE: Such a listing is not made and if an employee is filing a piece of mail showing one subject and the top piece of mail has a different subject, the employee is required to locate his subject in the file before filing the mail.

ADVANTAGES: [redacted] indicates an advantage to adopting his suggestion would be the time saved by employees filing mail who would not have to thumb through files looking for aliases of the subject of the file.

CONCLUSIONS: Streamlining Committee has considered a suggestion similar to this during the current session and recommended it unfavorable because of the great amount of work necessary to list all names and aliases either on the inside cover of the file or as a top serial of the file. In addition substantial employee time would be required to keep the data current on a continuing basis.

ACTION: [redacted] has been orally thanked for submitting this suggestion and a copy of this memorandum is being placed in his personnel file to show his interest in the Records Branch suggestion program.

RECOMMENDATION:

For information.

REC- 15 66-3319-109

EX-133

TCH:llb:bpr
(6)
1 - Personnel file of [redacted]

13 APR 7 1960

File 4 rcw

50 APR 11 1960

July 20, 1960

PERSONAL

66-2319-111

REC-42

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that a form be prepared to be used as an aid in locating files. I am sure you will be interested to know that systems similar to the one you proposed have been tested in the past but were abolished because they slowed down locating procedures.

Although your idea is not being adopted in this instance, I want you to know that your interest in this matter is very much appreciated.

Sincerely yours,

J. EDGAR HOOVER

MAILED 9
JUL 20 1960
COMM-FBI

JUL 20 1 02 PM '60
FBI
READING ROOM

1 - Mr. McGuire
1 - File of [redacted]
RWB:meh (Suggestion #28-61, dated 7/26/60)
(5)

NOTE: Suggests that a form be prepared to notify employees returning files in the file cabinets that the file is on locate. The form would be placed on the top of the charge-out and when an employee returning files finds one of the proposed forms on top of the charge-out for a file being returned the employees would attach the form to the file and take it to the Locate Unit in the Records Branch.

(continued on page 2)

REC'D WHILE IN D.C.

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

62 AUG 8 1960

MAIL ROOM ☐ TELETYPE UNIT ☐

Mr. McGuire advised that similar systems have been tried in the past but each was abolished in order to provide faster service on locates. It was found that the administrative details necessary to operate such systems slowed down the locate procedure and required more personnel to operate after the systems were abolished. He further advised that such systems were considered during previous inspections of the Records Branch but were not placed into effect because of the disadvantages indicated above.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#35-61

Date: July 26, 1960

To: Director, FBI

From: (Suggester's name)

Division of Assignment: IV

b6
b7C

SUGGESTION

File ex

That the Filing Unit use a form (see attached samples) to be placed in the file drawer while making a drawer check and finding that the file has been charged out. This form would be placed on top of the charge out in the drawer. When the file is returned to the drawer, the person returning the file would remove the form, attach it to the file and send the file to the Locate Unit. If the file is still on locate, it would be sent to the person. If not, it would be sent back to file. If a locate is cancelled or located, the form should be removed from the drawer so the file would be returned to the drawer.

Locating of files

Current practice or rule (Include manual citation as well as facts)

A Locate Clerk checks the drawer to see if the file has been returned.

Advantages of suggestion and annual savings (Include basis for estimate)

The file would be located and sent to the person requesting the file faster. A file would not be returned to the drawer and remain there until the drawer is again checked for the file. Also, it would cut down on the number of times a person would have to check the drawer for a file.

Disadvantages of suggestion

If the file was taken off locate or was located, the form would have to be taken out of the drawer so the file would be returned to the drawer.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss

File Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Unfavorable. (See attached sheets)

C. E. Short, Special Agent
Signature and Title

(Do not write in this space - for Bureau use only)

Ack 7/29/60
Rab:mcb

REC-45 66-2319-111

11 AUG 3 1960

2-Supvr

2 ENCLOSURE

Suggestion by [redacted] July 26, 1960

b6
b7C

[redacted] proposes that the Filing Unit use either one of the two types of sample forms attached as a "stop" to notify the employee returning the file that the file is on locate. The form would be placed on top of the charge out in the file drawer. When an employee returning files finds one of the proposed forms on top of a charge out for a file being returned, the employee would attach the form to the file and take it to Unit VII (Locate Unit, Room 1116 IB). It would then be necessary for someone to check to determine if the file is still on locate and then forward it accordingly.

The Records Branch is opposed to [redacted] suggestion on the basis of disadvantages discovered during previous experience with systems of this type. Similar systems have been tried in the past but each was abolished in order to provide faster service on locates. It was found that the administrative details necessary to operate such systems slowed down the locate procedure and required more personnel to operate than was necessary after the systems were abolished. Such systems were also considered during at least two Records Branch Inspections but were not adopted because of the disadvantages.

To require employees returning files to stop and turn in files on locate would cause considerable loss in the mass production advantage gained by the present system of returning files to the cabinets. [redacted] proposal would incur a substantial administrative overhead in establishing a Control Desk to correlate locates between Units in the Justice and Identification Buildings. Also, the majority of locates are found before the file returns to the cabinets and in each instance where this happens, it would require an extra step to remove the "stop" from the charge out.

When a similar system was in operation before, it was found that there was a tendency on the part of the locate clerks to wait for the "stop" to work. Locates were delayed when the employees were reluctant to check the return tables and the top of the cabinets because they believed that the "stop" would get the locate an hour or two later in any event. At the present time, employees are required to check the cabinets at least once a day or more frequent on special locates. They obtain additional leads in doing this and sometimes a misfile which would escape detection for much longer periods under the "stop" system.

1988

(Continued on next page)

LWB:llb
(5)

66-2319—111

ENCLOSURE

Suggestion by [redacted] July 26, 1960 b6 b7C

It is felt that the suggestion encourages only passive attention to locates when it should be continuous, aggressive action until they are found. The administrative details necessary to operate the suggested procedure in view of the size and location of the Records Branch as well as the rest of the Bureau, makes this suggestion impractical.

RECOMMENDATION:

That [redacted] suggestion not be adopted.

4-5 (Rev. 5-10-56)

| Number | | Serials | | UTD |
|---|---|---|---|---|
| Section | From | To | Copy | |
| Name | | Room | Date | |
| Subject | | | | |
| Special | Next Delivery | Regular | Clerk | Transfer |
| File Out To | | | Room | |
| Date | Subject | | | |
| Name | | TO BE FORWARDED Room | Subject | |
| | | | | |
| SEND TO LOCATE UNIT 1116 7B | | | | |
| | | | | |
| | | | | |

LOCATE

PLEASE SEND

FILE NO. ___ - ___

SECTION NO ___

TO LOCATE UNIT

ROOM 66-2319 to 1116 7B

ENCLOSURE

FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram

b6
b7C

TO : MR. MC GUIRE DATE: 8-16-60

FROM : L. E. SHORT 0 files

SUBJECT: SUGGESTION # 66-61
RECORDS BRANCH STREAMLINING COMMITTEE

SUGGESTION: [redacted] a GS-3 employee of the Filing Unit, has suggested through the Records Branch Streamlining Committee that an additional size file front and back be obtained to measure 9" x 12". [redacted] points out that at the present time we maintain two sizes those being 8½" x 11", and 9" x 14". [redacted] points out that on occasions mail is received a fraction of an inch larger than the small cover and cannot be maintained in the small cover for an extended period of time without being mutilated and in need of repair. [redacted] feels purchase of the additional size would handle this problem.

CONCLUSIONS: Records Branch is not in favor of purchasing the third size of file covers because of the additional expense in stocking. On the few occasions where it is necessary to use a 9" x 12" folder, the present 9" x 14" size can be altered satisfactorily.

RECOMMENDATION:

(1) Unfavorable.

(2) For referral to the Training and Inspection Division.

TCH:jao;llb
(4)

(ADDENDUM BY TRAINING AND INSPECTION DIVISION, PAGE 2)

X-135

REC-11 66-2319-112

59 SEP 2 1960

10 AUG 31 1960

2- Records

RWB

ADDENDUM BY TRAINING AND INSPECTION DIVISION, RWB:bmw 8-18-60

The Training and Inspection Division agrees that we should not stock the suggested file fronts and backs since we would not have sufficient use for such folders. As pointed out by the Records Branch, the 9" x 14" size can be altered on those few occasions when there is a need for 9" x 12" folders. The suggested folders would cost $81.17 per thousand. It is felt that [redacted] should be advised that in view of the limited use we would have for the folders and because of the extra expense involved that her idea is not being adopted. b6 b7C

RECOMMENDATION: That this suggestion not be adopted and that [redacted] be orally thanked for her suggestion.

Done

OK

8/23

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
b6
b7C

TO : MR. MC GUIRE

DATE: 8-19-60

FROM : L. E. SHORT

Files

SUBJECT: SUGGESTION # 76-61
RECORDS BRANCH STREAMLINING COMMITTEE

SUGGESTION: [redacted] a GS-6 employee of the Consolidation Unit, has suggested through the Records Branch Streamlining Committee that consideration be given to discontinuing opening new main files on the subject matter of relationship between foreign countries. [redacted] indicates that this type mail could logically be placed in one of the following general files: Political Matters (109-12) with sub file for specific country, Military Intelligence Reports (100-7660), Military Intelligence (62-9798), and Intelligence Data from the Pacific (62-73361). Further she proposed that existing files be consolidated into general files.

CONCLUSIONS: The Records Branch Streamlining Committee recommends adoption of the proposal to discontinue opening new main file on this subject. In addition, supervisory personnel of the Classifying Unit and Consolidation Unit considered [redacted] suggestion and are of the opinion that it should be adopted. It is to be noted that a vast majority of the files opened on the subject matter of relationship between two foreign countries were opened during the late 1940's and early 1950's. Very few files have been opened within the recent years and accordingly no purpose would be served in now consolidating such material. This phase of her suggestion should not be adopted.

RECOMMENDATIONS:

1. That part one of [redacted] suggestion be adopted.

2. That employee's proposal to consolidate existing files not be adopted.

EX-102 REC-52 66-2319-113

10 AUG 31 1960

3. For referral to the Training and Inspection Division.

Enclosure

TCH:LES:bpr
(4)

(ADDENDUM BY TRAINING AND INSPECTION DIVISION, PAGE 2)

57 SEP 7 1960

ADDENDUM BY TRAINING AND INSPECTION DIVISION,, RWB:bmw 8-25-60

[redacted] proposes to discontinue opening new main files on correspondence which relates to matters concerning foreign countries. In lieu, thereof, she proposes that the communications be placed in a sub file which would eliminate the necessity of opening new files on various communications which are received by the Bureau. For example, a report from CIA which would pertain to military intelligence in China, the document would be placed in a sub file on military intelligence. The sub files would consist of a breakdown on military intelligence by country. The existing main file on military intelligence contains only general information and when a specific country is involved, a sub file is opened for that country.

b6
b7C

[redacted] further proposes to consolidate all of the existing files. This would not serve any purpose since the material is ten to twenty years old.

The Training and Inspection Division agrees that it would be desirable to discontinue the practice of opening main files since it will simplify recording procedures. We agree that it would not be desirable to consolidate existing files for reasons indicated.

RECOMMENDATION: That the attached letter be sent to [redacted] advising her that the idea to discontinue opening new files is being adopted and that the matter concerning consolidation is not being placed into effect.

August 29, 1960

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Files

Dear [redacted]

I have been advised of your suggestion to discontinue the practice of opening certain new main files and to consolidate pertinent existing files into general files. I am indeed pleased to inform you that your idea with respect to discontinuing opening new main files has been adopted and appropriate action is being taken to place your idea into effect. After careful consideration, it has been concluded that no useful purpose would be served in consolidating the existing files as suggested.

I want to express my appreciation for the interest which prompted you to make this suggestion designed to streamline this phase of the Bureau's operation.

61-319-114

REC-56

5 SEP 20 1960

Sincerely yours,

J. Edgar Hoover

MAILED 31
AUG 29 1960
1° COMM-FBI

AUG 29 5 37 PM '60
FBI
READING ROOM

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Room

1 - Mr. McGuire

RWB:bmw (Suggestion #76-61, dated 8-19-60)
(4)

NOTE: Based on memo L. E. Short to Mr. McGuire 8-19-60, Re: Records Branch Streamlining Committee.

MAIL ROOM ☐ TELETYPE UNIT ☐

REC-23

66-2319-15

December 21, 1960

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your proposal that in the event of a change in office space, the Agents affected should recharge all files in their possession by the close of business on the day the move is made. I am pleased to inform you that your idea has been adopted and necessary instructions will be issued to implement it.

Your suggestion indicates your interest in Bureau operations and I appreciate it very much.

Sincerely yours,

J. Edgar Hoover

MAILED 31
DEC 21 1960
COMM-FBI

1 - Mr. McGuire
1 - Personnel file of [redacted]

RWB:JER:bmw (Suggestion #310-61, dated 12-13-60)
(5)

NOTE: [redacted] suggests that Special Agents be required to submit to the Filing Unit a recharge of all files in their rooms on those occasions when their office space is changed to facilitate locating files that are charged out. Special Agent L. E. Short is in favor of adopting this idea and pointed out that upon approval, the Records Branch will implement this idea through liaison with the Section Chiefs of the employees involved whenever moves of this type are made in the future. The new procedure will

(over)

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

52 JAN 19 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

DEC 21 3 52 PM '60
REC'D-READING ROOM
F B I

b6
b7C

NOTE: (con't)

merely require that Filing Unit be notified of the new space occupied by the Agents to whom the files are charged. It will provide a better control of files and facilitate their location. Upon approval of this letter, necessary action will be taken by the Files and Communications Division along the lines indicated.

Suggestion
FD-252 (Rev. 9-11-59)

#310-61

12-13-60

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Files & Communications |

b6
b7C

SUGGESTION

That when a section or a group of agents within a section change rooms, as was recently done in the Nationalities Section, the agents that are affected by the change be required to submit to the Filing Unit a recharge of all files in their rooms by the close of business on the day they make the change. IN THE EVENT BY AGENTS AT OF A CHANGE IN OFFICE SPACE FILES

Current practice or rule (Include manual citation as well as facts)

None as far as a recharge is concerned.

Advantages of suggestion and annual savings (include basis for estimate)

By the next morning all outstanding locates would be brought up to date and would contain the new room numbers for all the agents that changed rooms. At present it takes a few days before all this new information is placed on all locates. A recharge would also protect against files being misplaced in the wrong rooms or in wrong cabinets. Accordingly, having the correct information placed on all locates would assist locate clerks in determining the new room numbers for the agents until a new directory is distributed.

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] File Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Favorable, See attached page.

[redacted] Asst SA
Signature and Title

(Do not write in this space - for Bureau use only)

REC-23 66-2319-115

12/21/60 JSR from

13 DEC 23 1960

2 - Bufile

Bufile

PERS. FILES

[redacted]

12-14-60

b6
b7C

Suggestion

Recommendations and comments of Division Head (continued):

If adopted, the Records Branch will implement this suggestion through liaison with the Section Chief of the employees involved whenever moves of this type are made in the future.

LWB:mma
(7)

REC- 23

66-2319-116

December 22, 1960

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Seattle, Washington

Dear [redacted]

Your Special Agent in Charge has forwarded to me your suggestion concerning the maintenance of exhibit envelopes in field office files. Careful consideration has been given to your idea and it was concluded that it should not be adopted. The Bureau feels the procedures currently available are entirely adequate for accomplishing the result that you desire.

Even though favorable action is not being taken with regard to your idea, I appreciate the interest which prompted you to submit your observations.

Sincerely yours,
J. Edgar Hoover

1 - SAC, Seattle

For your guidance in connection with this matter, your attention is directed to Part 2, Section 3, page 12, of the Manual of Rules and Regulations which provides that a separate section of the files can be set up to contain only 1A exhibit envelopes where necessary.

1 - Personnel file of [redacted]

RWB:bmw (Suggestion #308-61, dated 12-12-60)
(5)

NOTE: [redacted] suggests that 1A exhibit envelopes be maintained in the current or last section of the multiple section file rather than in the first section. This would entail taking files apart to move 1A envelopes each time a new file section is started since 1A envelopes are the bottom items in the file. Manual of Rules and Regulations provides that a separate section of the file can be set

(OVER)

MAILED 31
DEC 22 1960
COMM-FBI

DEC 22 9 50 AM '60
FBI
RECORD-READING ROOM

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

DEC 29 1960

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE: (con't)

up to contain only 1A exhibit envelopes where necessary. This is believed to be more convenient and economical than idea presented by [redacted] and provides field divisions with a procedure which can be used any time it is felt necessary. In view of the fact that procedures currently available are adequate, there is no reason to adopt the procedure suggested.

b6
b7C

FBI
FD-
(Revision 9-11-59)

#308-61

Date: Dec. 12, 1960

b6
b7C

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | Seattle |

SUGGESTION

That the 1A serial manila envelope be transferred to and maintained at the bottom of the last volume of multiple volume files.

Files

EXP. PROC. DEC 15 1960

Current practice or rule (Include manual citation as well as facts) Part II, Sec. 3, page 12, Manual of Rules and Regulations provides that the 1A serial manila envelope be maintained at the bottom of the file under serial 1.

Advantages of suggestion and annual savings (include basis for estimate)

There would be a saving of clerical time in filing and charging out and filing exhibits in multiple volume files. Under present practice when incoming communications with exhibit enclosures are received, the communication is processed and routed or filed in the last volume but it is necessary to pull the first volume to enter and file the enclosure thus delaying the processing of the incoming communication. Similarly, if exhibits in the 1A envelope are to be sent other offices with outgoing communications they would be readily available to stenographers in the last volume. There would also be a saving of clerical time in the f filing of only one volume rather than two every time an exhibit was (see attachment)

Disadvantages of suggestion

Would involve extra clerical work in transferring 1A envelope to new volume.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered estion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

My recommendation is favorable. This would make the exhibits more readily available for review. The incoming exhibits could be placed in the exhibit envelope quicker, easier, and they could be withdrawn with a minimum of effort.

SAC
Signature and Title

(Do not write in this space - for Bureau use only)

66-9379-116

REC. 23

17 DEC 15 1960

Advantages of Suggestion (continued from page 1)

added to or withdrawn from the 1A envelope. Also supervisors would know immediately which exhibits were in file without calling for another volume. If the plan were adopted it is further suggested that as exhibit envelopes were encountered in the course of filing they be transferred to the last volume. This suggestion should not involve any great change-over inasmuch as the majority of files consist of a single volume.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. MC GUIRE

DATE: 12-14-60

FROM : L. E. SHORT

SUBJECT: SUGGESTION 287-61

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

b6
b7C

Files

Reference is made to the suggestion of [redacted] Los Angeles Division, dated 12-5-60 in which it is proposed that a form be utilized as the top page of files to list the names of subjects.

The Files and Communications Division is not in favor of adopting this suggestion. It appears that the placing of the subjects' names on the proposed form would duplicate the information presently available from index cards. It is indicated that adoption of the suggestion would prevent re-indexing when current mail is being processed through the Chief Clerks Office. It is believed in this division that any question arising concerning duplicate indexing would be resolved by referral to the field indices.

Inasmuch as this proposal relates solely to field office operation, the Training Division may desire to obtain the opinion of other field office chief clerks before finally resolving this matter.

RECOMMENDATION:

For referral to the Training and Inspection Division.

LES:bpr

Ack 12/16/60 RDW

REC- 40 66-2819-117

25 DEC 28 1960

EX-113

50 JAN 4 1961

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 12-21-60

FROM : J. F. Malone

SUBJECT: SUGGESTION #287-61
SUBMITTED BY [redacted]
LOS ANGELES OFFICE

b6
b7C

0 Files

SUGGESTION: That a form be established (sample copy attached) to indicate names and listings of serial numbers and This form would be maintained as the first page of the open section of a pending File file. The names appearing in the titles of the reports, letters, etc., in the file would be listed on this form.

ADVANTAGES: Subjects on [redacted] pointed out that there have been occasions when a name to be indexed has been missed or when a motor or license number which is meant to be carried as a subject is indexed in the body of a report or letter. These are not readily discovered. She feels that being able to resort to a check of this form would obviate the necessity of checking many serials for such information. If the name did not appear on the form, the serializer would index it and add the name to those listed on the form. [redacted] thinks this would prove an accurate system and save time especially in the case of multivolumed files. She adds that it would prevent reindexing names already indexed particularly in the instances where serials on which names have been indexed are charged out of the file.

CONCLUSION: SAC Simon favors adoption of the form because the use of it would prevent reindexing. He also feels that it would serve as a good tickler for an Agent reviewing the file to see that all names have been indexed and none missed.

1 ENCLOSURE

UNRECORDED COPY FILED IN

At the present time, serializers are responsible for searching and indexing names appearing in the title of reports, letters, etc., coming into a field office. When there are several names in the title, it is often a time-consuming process to search them. The aim of [redacted] proposal is to eliminate some of these searches if the names had been indexed before and listed on the form. If the name appeared on the form, the one conducting the search would know it had been indexed and need seek no further. The absence of the name on the form would mean it had not been indexed in the file.

REC- 40 66-2319-118

This matter was considered by the Files and Communications Division; Mr. McGuire is opposed to adopting this suggestion. He feels that it

RWB:smr:bmw (2)

1 XERO

EX-113

50 JAN 4 1961

DEC 29 1960

2- Rmb

would duplicate the information now available from the index cards. Inspector in Charge, R. K. Moore, is also opposed to the adoption of the idea. He pointed out that to have the form for the suggested purpose would require a complete review of all pending cases in the field to indicate the names and serial number on the form which would be a tremendous task in our field divisions. He is of the opinion that the additional work necessary to place this idea into effect greatly outweighs the advantages to be gained by its implementation. As indicated above, the objectives of this idea are to eliminate checking the indices which in itself would be a very undesirable practice.

RECOMMENDATION:

That [redacted] suggestion be disapproved. On approval, no further action is necessary since she has been thanked by letter from the Director 12-12-60.

b6
b7C

12/23

| NAME | SEE SERIAL | NAME | SEE SERIAL |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

66-2919-118

ENCLOSURE

FILE # 26-30582

REC- 50

66-2319-119

March 6, 1961

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion in regard to a revision of Form 4-40. Your proposal is being given careful consideration and you will be advised if it is adopted.

The interest which prompted you to submit your idea to me is greatly appreciated.

Sincerely yours,

J. Edgar Hoover

1 - General Investigative Division - Mr. Rosen
1 - Personnel File of [redacted]
JER:smr
(5)

Suggestion #459-61 dated 2/24/61.

NOTE: Referred to Files and Communications Division for views and recommendations.

MAILED 25
MAR 6 - 1961
COMM-FBI

Tolson
Parsons
Mohr
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Tavel
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

51 MAR 13 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

MAR 6 3 02 PM '61
FBI
READING ROOM

...e Suggestion
(Rev. 9-11-59)

#459-61

Date
February 24, 1961

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | General Investigative |

b6
b7C

SUGGESTION

It is suggested that Form 4-49, which is used by Files and Communications Division be revised on next printing to 3" by 5" size instead of the present 2" by 10" size. This form is used to route files at Seat of Government. Two suggested forms are attached.

Routing of Files

Files

Current practice or rule (Include manual citation as well as facts)

Form 4-49 is attached to left side of file with two paper clips and designates person to whom file is routed, priority of routing, and information as to whether or not file is up to date.

Advantages of suggestion and annual savings (include basis for estimate)

The revised form suggested includes all pertinent data on present form and allows room for designating priority of routing. The revised form could be printed on 3" by 5" index cards and would eliminate the use of odd size 2" by 10" paper. The revised form would effect a 25% savings in paper cost, (present form requires 20 square inches of paper against 15 square inches in revised form). Revised form could be attached to file with one paper clip thus in effect causing 50% savings of paper clips and resulting savings in clerical time.

Disadvantages of suggestion

None indicated.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss _____ Signature [redacted]

Recommendations and comments of Division Head

REC-50 66-2319-117

_____
Signature and Title

(Do not write in this space - for Bureau use only)

| Name | Room |
|---|---|
| Subject | Notation |
| Serial | UTD |

**TRANSFER - CALL 421.**

Serials in File _____

Up to date with _____

Looked UTD by _____

Serial not in File _____

☐ Abstract not in File (Red Serial)

☐ There will be no abstract (Green Serial)

| Name | Room |
|---|---|
| Subject | Notation |
| Serial | UTD |

Serials in File _____

Up to date with _____

Looked UTD by _____

Serial not in File _____

☐ Abstract not in File (Red Serial)

☐ There will be no abstract (Green Serial)

66-2319-119

**TRANSFER CALL 421.**

ENCLOSURE

June 23, 1961

PERSONAL

1 REC-23 66-2319-120

b6
b7C

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion concerning a method of flagging charge-out cards for certain personnel files. After careful consideration, it has been decided that your proposal should not be adopted. It is felt the present system of a flag on each file is superior to flagging the charge-out card.

I want you to know I appreciate the interest which prompted you to submit this idea to me.

Sincerely yours,

J. Edgar Hoover

JUN 23 2 47 PM '61
RECD-READING ROOM
FBI

MAILED 25
JUN 23 1961
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of [redacted]
ML:het (Suggestion #673-61 dated 6/15/61)
(5)

NOTE: Suggests that a white strip of tape be placed across the top of the charge-out card used in connection with confidential personnel files (files of employees working in Personnel Files Section). Suggester stated this would be a flag when pulling and returning files that confidential personnel files are maintained in the office and not with other files. The Files and Communications Division recommended against adoption of suggestion since the file is flagged by a tag on the cover giving information that the file should be

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

55 JUL 3 1961

MAIL ROOM TELETYPE UNIT

returned to Room 6646. They stated when pulling a confidential file it is necessary to go to the correct file drawer in the regular personnel files in any event to determine that the file is kept in Room 6646. There would be no advantage in flagging the particular charge-out card. The Training and Inspection Division agrees with the comments of the Files and Communications Division and recommends suggestion not be adopted.

Suggestion
(Rev. 2-4-57)

#61361

Date
6/15/61

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | Files & Communications |

b6
b7C

SUGGESTION

To put a white strip of tape across the top of the confidential charge out, the charge outs which designate files kept in the office at 6646. It would be an immediate flag when pulling and returning files of the location of those on employees of the Personnel Records Unit and their relatives.

Files

Current practice or rule (Include manual citation as well as facts)

A confidential charge out similar to a regular charge out is placed in the cabinet.

Advantages of suggestion and annual savings (include basis for estimate)

To save time when one is pulling and returning files.

Disadvantages of suggestion

None, except time to put tape on the charge out. Tape is available in the unit. This time involved would be overbalanced in saving of time in work procedures.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[XX] Mr. [ ] Mrs. [ ] Miss _____
Signature and Title of Suggester

Recommendations and comments of Division Head

*Unfavorable. See comments on attached page.*

L Short SA
Signature and Title

(Do not write in this space - for Bureau use only)

REC-23 66-2319-120

6/23/61 JM/ket

EX-102

6 JUN 27 1961

Employee Suggestion
FD-252
Submitted by [redacted] b6 b7C

COMMENTS:

Recommended that this suggestion not be adopted because there is no advantage over the present system of flagging confidential files. These files now bear a tag on each file signifying that they are to be returned to Room 6646 for filing and they would therefore not be returned to the regular personnel files room.

When pulling a confidential file it is necessary to go to the correct file drawer in the regular personnel files room in any event to determine that the file is kept in Room 6646. There would be no advantage in flagging the particular charge-out card.

EWM:bpr
(6)

6/20

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. DeLoach

DATE: 10/16/61

FROM : M. A. Jones

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

SUBJECT: SUGGESTION REGARDING LOCATING AND REVIEWING FILES CHARGED OUT IN THE IDENTIFICATION BUILDING

#210-62

Attached is a memorandum from [redacted] of the Correspondence and Tours Section to Donald C. Morrell dated 10/6/61 regarding the above-captioned suggestion. b6 b7C

On 10/12/61 this suggestion was considered by the Streamlining Committee of the Crime Records Division and it was agreed it had considerable merit and should be adopted.

RECOMMENDATION:

It is recommended that [redacted] suggestion be brought to the attention of the Suggestion Desk of the Training and Inspection Division for appropriate handling.

Enclosure

1 - Mr. Malone
1 - Mr. Morrell
1 - Mr. Jones

EX 100

REC- 51

66-2319-121

16 OCT 23 1961

JMM:jrb
(5)

ENCLOSURE

Referred 10/20/61, MLM

Attention Mr. T & I, 11/2/61, ML/jmk

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. D. C. Morrell

DATE: 10-6-61

FROM : [redacted] b6 b7C

SUBJECT: SUGGESTION
LOCATING AND REVIEWING FILES CHARGED
OUT IN THE IDENTIFICATION BUILDING

# 210-62

Many of the file reviews in connection with correspondence are handled by file review analysts located in the Identification Division. Correspondence research clerks of this Section call the Review Unit and furnish the necessary information from the incoming piece of mail along with the file numbers obtained from the Service Unit relating to each item. The analysts review the files and call the correspondence research clerks, furnishing the pertinent information. If some of the files concerned are charged out, the analysts also advise which files and to whom they are charged.

Current procedure is for the correspondence research clerks to place the files on special locate. If a pertinent file is charged out to an employee in the Identification Building, this requires it be located, transported to Justice Building, and then sent down to the appropriate clerk by special messenger. This involves transportation time of 30 minutes to one hour, and always required the use of a special messenger.

It is suggested that in instances when the file on locate is charged out to someone in the Identification Building, that we instruct the locate clerk to deliver it to the review analysts for review rather than forwarding it to the Justice Building. When the analyst calls the correspondence research clerk to furnish the information and the numbers of the files charged out, and to whom, at that time the correspondence research clerk could advise the analyst which files, of those charged out in the Identification Building, are to be placed on locate. The analyst could then put the worksheet to one side until the file arrived and then call the correspondence research clerk with the information. There will be times, of course, when it will be necessary for the dictating supervisor to review the files personally. It is felt, however, this will be an exception rather than a general rule.

REC- 51 ENCLOSURE 66-2379-121

EX-100

16 OCT 23 1961

MLN:dkp
(3)

ENCLOSURE

TWO

October 20, 1961

PERSONAL

REC- 51 16-2317-121

EX 100

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Your suggestion has been forwarded to me regarding a method for handling file reviews pertaining to correspondence matters when a file is charged out to an employee in the Identification Building. Careful consideration is being given to your proposal and you will be advised if it is adopted.

The interest you displayed in submitting your idea to me is appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 3
OCT 20 1961
COMM-FBI

1 - Mr. DeLoach
1 - Personnel file of [redacted]
MJL:het (Suggestion #210-62 dated 10/16/61)
(5)

NOTE: Referred to the Files and Communications Division for views and recommendations. Based on memoranda M. A. Jones to Mr. DeLoach dated 10/16/61, JMM:jfb, re: Suggestion Regarding Locating and Reviewing Files Charged Out in the Identification Building and [redacted] to Mr. D. C. Morrell dated 10/6/61, MLN:dkp, re: Suggestion, Locating and Reviewing Files Charged Out in the Identification Building.

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

16 NOV 14 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 2
Page 84 ~ Duplicate
Page 85 ~ Duplicate

1145479-000 --- 66-HQ-2319 --- Section 2 (935412)

OPTIONAL FORM NO. 10

UNITED STATES

Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : MR. TAVEL

DATE: 10-26-61

FROM : L. E. SHORT

SUBJECT: SUGGESTION REGARDING LOCATING AND REVIEWING FILES CHARGED OUT IN THE IDENTIFICATION BUILDING

SUGGESTION # 210-62

The Training and Inspection Division has requested the views of our Division in connection with the attached suggestion submitted by [redacted] of the Crime Records Division. [redacted] points out that many of the files reviewed in connection with correspondence are handled by File Review analysts in the Identification Building, and suggests that in instances when a file needed is charged out to someone in the Identification Building and is placed on locate, that the locate clerks be instructed to deliver the file when found to the File Review analysts for reviewing rather than forwarding it to the Crime Records Division. She points out that this procedure would save some time in handling the correspondence and would eliminate the use of a special messenger.

b6
b7C

The standard locate procedure in the Filing Unit is as follows: When a file is charged out, the person requesting the file is notified and determines if it should be placed on locate. If the file is placed on locate, when it is found it is delivered to the person who requested it. The Filing Unit handles several hundred locates daily and the proposed procedure would be an exception to the standard operating procedure and would complicate the responsibilities of the locate clerks.

A survey conducted on 10-23 and 10-24-61 to determine how many times this situation occurred in handling Crime Records requests reflected that it occurred five times on 10-23 and six times on 10-24. This small volume does not justify a change in the standard procedure. Furthermore, if the suggestion were adopted, in some cases it would be necessary after the File Review analyst reviewed the file and furnished the information to Crime Records, to send the file anyway, thus necessitating an additional transfer of the file and additional handling of the file thus creating a further delay for the Crime Records Division.

REC-71 66-2319-122

JWM:bne
(3)
Enclosure

ENCLOSURE

EX 104

NOV 6 1961

NOV 9 1961

SEE ADDENDUM OF TRAINING AND INSPECTION DIVISION ON PAGE 2

Memorandum L. E. Short to Mr. Tavel 10-26-61
RE: SUGGESTION REGARDING LOCATING
AND REVIEWING FILES CHARGED OUT
IN THE IDENTIFICATION BUILDING

RECOMMENDATION:

Unfavorable. This memorandum should be referred to the Training and Inspection Division.

ST
10/26

ADDENDUM OF THE TRAINING AND INSPECTION DIVISION, ML:jmh, 11/2/61

The Training and Inspection Division agrees with the foregoing views of the Files and Communications Division. It should be noted also that most "locates" are found on the night shift after files have been returned to the cabinets and the File Review analysts are not on duty at this time; therefore, additional responsibility would be placed on the GS-3 locate clerks with regard to whether the file should remain in the Identification Building for review by an analyst or forwarded to Crime Records. It is felt many complications would arise in this regard. Additionally, if an exception is made to the standard procedure for Crime Records, then other divisions in the Justice Building and Riddell Building could be expected to want to use this procedure. For these reasons, it is felt suggestion should not be adopted.

RECOMMENDATION:

That the suggestion not be adopted. On approval, no further action is necessary with regard to the suggester as she was thanked by prior letter.

November 27, 1961

PERSONAL

[redacted]

EX-115 REC-122 [illegible]-123

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Reference is made to your suggestion concerning the handling of files and communications. After careful consideration it has been decided to adopt a modification of your proposal and steps are being taken to implement it.

I want to thank you for the thoughtfulness you displayed in bringing this matter to my attention.

Sincerely yours,
J. Edgar Hoover

1 - Mr. Rosen
1 - Personnel file of [redacted]
JER:mgj
(5)

(Suggestion #264-62)

NOTE: Based on memo J. F. Malone to Mr. Mohr, dated 11/22/61, re: Files, Suggestion #264-62, Submitted by SA [redacted] General Investigative Division, JER:mgj.

FBI RECEIVED-READING NOV 27 1961

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAILED 2
COMM-FBI

MAIL ROOM ☐ TELETYPE UNIT ☐

51 DEC 5 1961

November 15, 1961

PERSONAL

REC-43 66-3819-123

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion concerning the handling of files and communications. Your proposal is being carefully considered and you will be advised if it is adopted.

I appreciate the interest which prompted you to submit your idea to me for consideration.

Sincerely yours,

J. Edgar Hoover

REC'D-READING ROOM FBI NOV 15 12 07 PM '61

FBI NOV 16 8 12 AM '61 RECD-NATIONAL

1 - Mr. Rosen
1 - Personnel file [redacted]

MLL:jmh (Suggestion #264-62 dated 11/7/61)
(5)

NOTE: Referred to all divisions at the Seat of Government for views and recommendations.

MAILED 20
NOV 15 1961
COMM-FBI

NOV 15 5 08 PM '61 FBI

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#264-62

Date: November 7, 1961

To: Director, FBI

From: (Suggester's name)

Division of Assignment: General Investigative

b6 b7C

SUGGESTION

That the following rule be placed into effect concerning the handling of files and communications. Personnel at the Seat of Government when calling files relative to incoming communications should attach the pertinent files to the communications and forward them to the proper supervisor or section for appropriate handling. Pertinent files should not be separated from incoming communications until all action required is completed. **This would appear to be a common sense rule, however, the frequency with which it is violated demonstrates the need for a formal promulgation.**

Current practice or rule (Include manual citation as well as facts) Frequently files are called concerning incoming communications, many times to determine the proper section or person responsible for taking the necessary action and when this is determined the communication is forwarded to the responsible supervisor for the appropriate action. Files are then placed en route to the file room rather than forwarded to the appropriate supervisor with the incoming communication.

Advantages of suggestion and annual savings (include basis for estimate)

This would greatly facilitate the action to be taken on incoming communications. Occasionally delays are caused by the unavailability of necessary files due to the fact they are en route to the file room from the person who originally obtained them. This would also eliminate a great deal of the burden placed upon the locate clerks who are then given the assignment of locating these files.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis for any claim which I assigns upon the United States. I understand that I will be considered for a cash award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

**This suggestion appears to have considerable merit and it is recommended that it receive favorable consideration.**

Section Chief

Signature and Title

5 DEC 5 1961

REC-43

66-2319-123

(Do not write in this space - for Bureau use only)

NOV 16 1961

NOV 16 1961

XEROX

EX-109

MEMO MALONE TO MOHR 11/27/61 JER:mss

LET TO SUGGESTER 11/27/61 JER:mss

MEMO TO ALL BUR. OFFICIALS & SAVSACS 11/27/61 JER:mss

UNRECORDED COPY FILED IN 66-36651

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : *MR. TAVEL*

DATE: *11-16-61*

FROM : *L. E. SHORE*

SUBJECT: *SUGGESTION 264-62*

*Files*

*Comments of the Files and Communications Division have been requested concerning the suggestion of* [redacted] *General Investigative Division, in which he proposes that personnel at the Seat of Government, when calling files relative to incoming communications, attach the files to the communications when forwarding the material to the proper supervisor or section for appropriate handling.*

b6
b7C

*This Division has no objection to the adoption of* [redacted] *proposal providing supervisory personnel comply with existing regulations relative to the transfer of files when sending files to another supervisor.*

*RECOMMENDATION:*

*For referral to the Training and Inspection Division.*

*LES:bpr*
*(3)*

11/16

66-2319-124

REC- 4

17 NOV 29 1961

EX-105

memo Malone to Mohr
11/22/61 JER:mgl

58 DEC 5 1961

Two-[illegible]

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# *Memorandum*

TO : MR. TROTTER

DATE: 11-16-61

FROM : [redacted]

SUBJECT: SUGGESTION #264-62 [redacted]

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen — b6
Sullivan — b7C
Tavel
Trotter
Tele. Room

It appears obvious that when files are necessary to handle an incoming communication which is referred to another Division such files should be transmitted with communication.

Identification Division agrees with the soundness of this suggestion.

RECOMMENDATION:

Refer to Training and Inspection Division to note our comments.

RCA:bm
(3)

EX-105 REC-4 66-2319-125

17 NOV 20 1961

memo Malone to Mohr 11/22/61 JEH:mm

58 DEC 5 1961

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : W. C. Sullivan

DATE: 11/17/61

FROM : Division Streamlining Committee

1 - Sullivan
1 - Training and Inspection Division
1 - Donahoe
1 - [redacted]

b6
b7C

SUBJECT: SUGGESTION NUMBER 264-62
Files

Domestic Intelligence Division (DID) comments have been requested regarding the suggestion submitted by [redacted] of the General Investigative Division that when files are called to determine which supervisor or section handles a piece of incoming mail, the file should remain with the mail when it is forwarded to the supervisor for handling.

Suggestion:

[redacted] assigned to the General Investigative Division has suggested that the following rule be placed into effect concerning the handling of files and communications:

Personnel at the Seat of Government, when calling files relative to incoming communications, should attach the pertinent files to the communications and forward them to the proper supervisor or section for appropriate handling. Pertinent files should not be separated from incoming communications until all action required is completed. [redacted] points out this would facilitate action to be taken on incoming mail and eliminate delays in endeavoring to locate files.

Current Practice:

The above suggestion, as far as it relates to sending files with incoming mail to the supervisor for handling, is already a current practice in the Domestic Intelligence Division. However, there may be instances when this procedure is not used and the file is returned to the Records Section. It is noted the suggestion also states the file should remain with the mail until all action is completed. If the suggestion actually means having the file remain with the incoming mail through signature mail channels, this is not the current practice in the Domestic Intelligence Division.

Committee Findings:

REC- 4

66-2319-126

EX-105

If a formal rule is necessary, as far as it relates to sending files with incoming mail to supervisors for handling, to insure the suggested procedure is carried out, DID concurs that such a rule should be adopted. However, it is noted this has not been a problem

Enclosure

EHM:jnp
(5)

DEC 5 1961

17 NOV 29 1961

in the Domestic Intelligence Division. In the event the suggestion is intended to include having the file remain with the incoming mail through signature mail channels, DID feels such procedure is entirely unnecessary. At the present time the background of signature mail is fully explained through notes on Bureau file copies of outgoing correspondence and/or through memoranda and the file would be an unnecessary and cumbersome attachment.

ACTION:

It is recommended that this memorandum, recording DID as favoring the suggestion of [redacted] as far as it relates to sending files with incoming mail to supervisors for handling, be forwarded to the Suggestion Desk of the Training and Insepction Division. As noted above, DID is opposed to having the file remain with incoming mail as it proceeds through signature mail channels. b6 b7C

DEM is of doubt on this is necessary WCS/s

Ben memo Malone to Mohr 11/22/61 JEH:mgf

ADDENDUM GENERAL INVESTIGATIVE DIVISION: 11/15/61 RJG:ige

It has been suggested that personnel at the Seat of Government who call files relative to incoming communications should attach the pertinent files to the communication when it is necessary to forward the communication to a supervisor or a section for appropriate handling of the communication.

While this is generally done, nevertheless there have been several occasions when a communication has been received for handling and the files have not been forwarded with the communication. This necessitates placing these files on special locate, which not only ties up unnecessarily a locate clerk but results in a delay in the handling of the communication until the pertinent files are located and reviewed.

It would be desirable that in each and every case where a piece of correspondence is forwarded for handling that the pertinent files be attached.

RJG

WG

memo routed to mohr
11/22/61 JER:mgj

RECORDED 21 NOV 61



TWO

LABORATORY ADDENDUM (BJW:mn 11-15-61)

The Laboratory has been following this practice for many years and it certainly would appear to be most desirable. Inasmuch as the Laborat ory Division handles practically all communications routed to it because of the specialized nature of the work, it is extremely unusual for the Laboratory to route mail to another division for handling after a file has been called. The files, of course, are kept with the incoming communication when being handled in the Laboratory Division.

The Laboratory has no objection to making a formal promulgation of this practice; however, in our particular case it does not appear to be necessary.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. Mohr

DATE: 11/22/61

FROM : J. F. Malone

SUBJECT: FILES
SUGGESTION #264-62 SUBMITTED BY
SA [redacted] GENERAL INVESTIGATIVE DIVISION

b6
b7C

SA [redacted] has suggested that a rule be established to the effect that personnel at the Seat of Government, when calling files relative to incoming communications should attach pertinent files to the communication and forward them to the proper supervisor or section for handling. Pertinent files should not be separated from the incoming communications until all action required is completed.

He notes that frequently files are called to determine the proper section or supervisor to whom incoming communications are to be forwarded for necessary action but, once the determination is made, the files and the communications part company and the files are routed back to the file room. This causes delays and necessitates special locates.

The views of all Divisions at the Seat of Government were solicited as to the merits of the suggestion and to find out if any particular Division was experiencing a problem in this regard. The consensus was that, for the most part, no trouble was experienced, at times the problem did exist occasioning delays in handling and placing of "locate" for the file. Also occasions have arisen when the supervisor who handled the communication in the first instance routed it to another for additional action and the procedure should apply in these instances too, provided the existing rules for transferring files were observed. It was felt that seldom, if ever, would it be necessary for the files to accompany mail through signature channels, except in Administrative Division.

The Training and Inspection Division agrees that the procedure is worth enunciating inasmuch as some difficulties have been experienced, but recommends against establishing an inflexible rule at the Seat of Government since the Divisions and file rooms are housed separately and files are not always readily available. Also some incoming communications can be routed and handled without benefit of the file, by virtue of available ticklers and the like.

Enclosures (2) – memo to Off. + Supervisors detached
JER:mgj
(2)

66-2367-127

EX-105 REC-4 17 NOV 29 1961

58 DEC 5 1961

TWO

Memo for Mr. Mohr
Re: Suggestion # 264-62

It is felt that a memorandum to all Bureau officials and supervisors would produce the desired effect without the necessity of a formal rule.

RECOMMENDATIONS:

1. That the suggestion as modified be adopted and the attached letter of appreciation be directed to SA [redacted] b6 b7C

2. On approval, that the attached memorandum to all Bureau Officials and Supervisors be published.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

TO : Mr. DeLoach

DATE: 11-17-61

FROM : M. A. Jones

SUBJECT: SUGGESTION SUBMITTED BY [redacted] OF THE GENERAL INVESTIGATIVE DIVISION DATED 11-7-61

b6
b7C

O Files

## BACKGROUND:

You will recall that a suggestion submitted by the above-captioned individual has been submitted to the Crime Records Division by the Suggestion Desk of the Training and Inspection Division for our recommendations. This suggestion deals with the calling and returning of files incidental to determining the proper Bureau supervisor who will have to take action in connection with the particular piece of correspondence.

## OBSERVATION:

It is not felt that this division has any particular problem whereby files are called in order to determine to whom a specific piece of mail should be routed and the files being returned when the item in question is forwarded to the supervisor involved. While this may be a problem in other divisions, when an incoming communication is received, it is generally readily apparent from the nature of the communication itself as to the individual who would have the responsibility for handling it. Certainly, if any files are called in connection with making this determination, they are forwarded with the communication to the appropriate supervisor, or he is informed as to their location in the division so that he can retrieve them in handling the item in question.

## RECOMMENDATION:

This memorandum be forwarded to the Suggestion Desk in accordance with their request.

1 - Mr. Malone
1 - Suggestion Desk

JMM:vcnc
(5)

memo Malone to Mohr
11/22/61
SERIAL

EX-105 REC- 4 66-2312-128

NOV 29 1961

58 DEC 5 1961

SUGGESTION NO. 264-62
BY SA [redacted]
~~GENERAL~~ Special INVESTIGATIVE DIVISION

b6
b7C

ADDENDUM ABE:jah 11/17/61

Inasmuch as there are many instances where files are needed by various Bureau officials it would appear inadvisable to have a formal requirement that pertinent files be attached to incoming communications before being sent to the proper supervisor or section. Where possible, files should be attached. This is the current practice in the Special Investigative Division.

ABE
Carl

memo Malone to Mohr
11/22/61 JER:mgj

NOV 15 15 38 PM '61
FBI

Employee Suggestion
FD-252 (Rev. 9-11-59)

[redacted]

12/3/61

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | ALBUQUERQUE |

b6
b7C

SUGGESTION It is suggested in 0 files in each volume a 1-A brown envelope be placed adjacent to the file back. All 1-A's pertaining to serials in this file would be placed in this envelope and a notation made on the white 1-A to which serial the 1-A pertains. On each serial a notation would be placed as to which 1-A contains the enclosure.

Current practice or rule (Include manual citation as well as facts) Present practice is to place a new brown 1-A envelope adjacent to each serial that contains an enclosure, such as photo, checks, etc. Manual of Rules of Regulations Pt. II, Sec. 3, page 12.

Advantages of suggestion and annual savings (include basis for estimate) It would save filing space, make files neater in appearance, save the expense of additional envelopes and save personnel time.

Disadvantages of suggestion

None

NOT RECORDED
141 DEC 20 1961

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

CLERK Signature and Title of Suggester

Recommendations and comments of Division Head This appears to be a very good suggestion in order to conserve filing space, cut down on envelope expense and present a better appearance in the files. I recommend adoption.

SAC Signature and Title

(Do not write in this space - for Bureau use only)

DEC 11 1961

DEC 22 1961

ORIGINAL COPY FILED IN

EX-114

REC-11 66-2319-129

April 25, 1962

PERSONAL

APR 25 3 02 PM '62
FBI
READING ROOM

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that when a main file is requested the serial marker be placed inside the file. Your proposal has been considered and it was determined the advantages of the procedure in use at the present time outweigh any saving to be realized by the proposed method.

Although your idea was not adopted, I want to thank you for the interest you displayed in submitting it to me.

Sincerely yours,

J. Edgar Hoover

MAILED 5
APR 26 1962

1 - Mr. Tavel
1 - Personnel file of [redacted]

ML:jmh (Suggestion #837-62 dated 4/20/62)
(5)

NOTE: Suggests that serial markers be placed inside the file on main file requests. At the present time when a main file is requested, the serial marker is placed on the outside of the file. When a serial request is received, the marker is placed inside the file at the location of the serial.

SEE PAGE 2

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

The Files and Communications Division advised the procedure facilitates the sorting of these files prior to delivery enabling employees to more rapidly separate the files which have to be "looked" up to date from those files which do not. The serial marker contains blocks which are used to expedite the "looking" of main files up to date and the present procedure of placing the serial marker on the outside of the main file also facilitates this operation. Additionally, this procedure is of benefit to the officials receiving files because it enables them to differentiate at a glance between a main file and a serial reference. For these reasons, this suggestion is not being adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#431-62

Date: 4-20-62

b6
b7C

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Files and Communications

SUGGESTION

That serial markers be placed inside the file on main file requests.

Files

Current practice or rule (Include manual citation as well as facts) On a main file request, the clerk must check the subject of the file with the subject of the request. If subjects are the same, the serial marker is attached to the cover of the file with two paper clips.

Advantages of suggestion and annual savings (include basis for estimate)

Use of suggestion would save approximately 6,000 paper clips per month, and approximately nine seconds per main file request.

Disadvantages of suggestion

None apparent.

EX-114 REC-11 6 6-2319-129

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and title of Suggester

Recommendations and comments of Division Head

[redacted] suggestion is recommended unfavorably for adoption. The present procedure requires that serial markers (marker

18 APR 27 1962

(see page 2)

JWM:wjs
(6)

Signature and Title

(Do not write in this space - for Bureau use only)

Memorandum [redacted] to Director 4-20-62

b6
b7C

RE: SUGGESTION

on which is placed name and room number of supervisor requesting file, type of request, and pertinent data concerning looking file up-to-date) be affixed to the outside of main file requests and on serial requests the marker is placed in the file marking the serial desired. This procedure facilitates the sorting of these files prior to delivery enabling us to more rapidly separate the files which have to be looked up-to-date from those files which do not have to be looked up-to-date. The serial marker contains blocks which are used to expedite the looking of main files up-to-date and our present procedure of placing the serial marker on the outside of the main file also facilitates this operation. It is felt that this procedure is also of benefit to the supervisory officials receiving these files because it enables them to differentiate at a glance between a main file and a serial reference. While a small amount of employee time is consumed affixing these serial markers to the outside of main file requests, the time consumed is more than compensated for by the advantages accrued in the subsequent sorting, looking up-to-date, and delivering of these files.

REC-6 66-2317-130

May 31, 1962

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you very much for your suggestion that particular employees at the Bureau in addition to those in [redacted] Records Branch be trained and authorized to remove serials from files. It may interest you to know that this idea was considered previously and not adopted because of disadvantages involved.

Although your suggestion was not adopted in this instance, I hope we will continue to receive the benefit of your future observations.

Sincerely yours,

J. Edgar Hoover

MAILED 10
MAY 31 1962
COMM-FBI

1 - Mr. Evans
1 - Personnel file of [redacted]

JER:jmh (Suggestion #950-62 dated 5/28/62)
(5)

NOTE: Suggests that GS-4 clerks assigned to Special Agent Supervisors at the Bureau be trained and authorized to remove serials from files on the instructions of their supervisors. At present only authorized Records Branch personnel are permitted to remove serials. Substantially the same idea was advanced (Suggestions #470-62 submitted by [redacted] Crime Records Division on 1/11/62, and #447-62 by SA [redacted] Domestic Intelligence Division on 1/5/62) and not adopted.

SEE PAGE 2

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

JUN 11 1962

LETTER UNIT

Files and Communications Division pointed out that a similar procedure was placed into effect on 12/22/47 as a streamlining measure but was discontinued on 5/24/48 as a result of Congressional Committee inquiries concerning serial removal procedures in connection with the Kansas City Election Fraud case. Since that time only authorized Records Branch personnel have been permitted to remove serials. Departure from this procedure, it is felt, would weaken security of our files and lessen control and uniformity governing removal of serials thereby increasing the danger of loss or error.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#9506v

Date: May 28, 1962

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Nine

b6
b7C

SUGGESTION

It is suggested that GS-4 Clerks assigned to Agent Supervisors at the Bureau be authorized to remove serials from Bureau files in accordance with approved procedure following instruction from Agent Supervisors. These GS-4 Clerks who are already trained in the handling of mail and are thoroughly aware of the necessity for properly maintaining and handling Bureau files. These clerks could be specifically instructed in this procedure by the Records Branch prior to assuming this responsibility.

~~X~~ Serials Removed From Files

O Files

~~X~~ Removal of Serials From Files

Current practice or rule (Include manual citation as well as facts) Special Agent Supervisors, Stenographic personnel, and clerical employees shall not remove serials or copies thereof from the files at any time. These functions may be performed only by authorized employees of Records Branch. (Supervisors Manual 9b-6)

Advantages of suggestion and annual savings (include basis for estimate)

The adoption of the proposed procedure would relieve the Records Branch employees of the responsibility of going throughout the Bureau for the purpose of removing serials from files, and it would expedite the actual removal of the serials for the desired purpose. Since the clerks assigned to Agent Supervisors must acquaint themselves with the serials to be removed from the file, must call the Records Branch for a serial remover, must instruct the Records Branch Clerk concerning the serials to be removed, and must again call for Records Branch Clerk to replace the serial in file, it is felt that the clerk assigned to the Agent Supervisor could remove and replace the serials with less effort than is involved in the current procedure. This suggestion will effect a saving of employee time in all divisions as well as personnel in the Records Branch.

Disadvantages of suggestion

None known

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss [redacted] Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

Not recommended. Similar suggestions have been made previously and turned down on the basis that the Records and Communication Division must maintain strict accountability for all Bureau record material.

[redacted] Asst. Dir.

Signature and Title

(Do not write in this space - for Bureau use only)

REC-6 66-2819-130

EX 113

6 JUN 5 1962

TWO

July 3, 1962

PERSONAL

REC-9 66-2741-131

[redacted]

Federal Bureau of Investigation
Albuquerque, New Mexico

Dear [redacted]

I have received your suggestions that Form FD-245 be constructed from material of a lighter weight, and that a change be made in the wording of the statement prohibiting removal or addition of material in a file. After due consideration, your proposals have not been adopted because of disadvantages involved.

Although your ideas were not adopted in this instance, I want to thank you for your continued interest in submitting suggestions concerning our operations.

Sincerely yours,

J. Edgar Hoover

2 - SAC, Albuquerque - 1 - Suggestion File
1 - Field Personnel File of [redacted]
1 - Personnel File of [redacted]
JER:spd
(6) (Suggestion #1038-62 dated 6/21/62)

NOTE: Suggests that Bureau use a lighter weight material in Form FD-245, the file front. Also that the statement contained on them, "Material must not be removed from or added to this file", be changed to one less misleading, such as, "Material to be added or removed by authorized personnel only."

Files and Communications Division and Washington Field Office (WFO) were contacted regarding these suggestions and both felt they should not be adopted. A lighter weight file cover could not stand the wear and tear incidental to the

(continued on next page)

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

JUL 9 1962
MAIL ROOM TELETYPE UNIT

b6
b7C

JUL 2 2 55 PM '62

UNRECORDED COPY FILED IN

(Note continued)

handling for review, routing and serializing operations. Also the file front bears the file number and if damaged to the extent that it would be effaced, would have to be replaced.

With regard to the change in the statement, WFO felt the present one was fine and the proposed one would not add appreciably enough to its content to warrant a change. Files and Communications Division pointed out that the present statement is more desirable and the wording of it had a salutory effect in connection with the Congressional Committee inquiries concerning serial removal procedures in connection with the Kansas City Election Fraud case in 1948. For just such a reason, the present wording is preferred. Training and Inspection Division agrees and notes in addition that the proposed wording could cause confusion in regard to who would be considered authorized personnel.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#1038-62

Date: 6-21-62

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Albuquerque

b6
b7C

SUGGESTION

It is suggested the Bureau use a lighter weight material in the construction of file fronts (FD-245).

It is further suggested the statement on the FD-245 quote (material must not be removed from or added to this file) end quote be deleted or replaced with a statement which would not be misleading in content. This could be quote (material to be added or removed by authorized personnel only) end quote.

Current practice or rule (Include manual citation as well as facts)

Use the FD-245 as constructed.

Advantages of suggestion and annual savings (include basis for estimate)

It is felt by using a lighter weight material a great deal of money would be saved by the Bureau in the construction of the FD-245.

The lighter weight material used in the FD-245 would be justified in that the file back provides the support for the file.

Further justification would be that file fronts are not re-used; therefore the lighter material would have little wear.

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [illegible] ion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] Clerk
ster

Recommendations and comments of Division Head

**This employee's suggestion appears to have a great deal of merit and it is recommended that the same be given favorable consideration unless the Bureau has previously determined this suggestion is not workable.**

66-2379-131

Signature and Title SAC

(Do not write in this space - for Bureau use only)

Let 2nd JE 7/3/62

XEROX JUL 9 1962

EX-105

8 JUN 29 1962

EXP-PROOF

37 JUN 29 1962

UNRECORDED COPY FILED IN 66-2379

September 4, 1962

PERSONAL

62-[illegible]-132

REC. 26

b6
b7C

Federal Bureau of Investigation
San Francisco, California

Dear [redacted]

Your Special Agent in Charge has forwarded your suggestion to me that a marker be used to indicate the position of the last report in an investigative file. Your proposal has been carefully considered and it was decided it should not be adopted because of the disadvantages involved and the fact that material filed on top of this report must also be reviewed.

I appreciate the interest which prompted you to give me the benefit of your observations on this matter.

Sincerely yours,

J. Edgar Hoover

2 - SAC, San Francisco - 1 - Suggestion File
1 - Field Personnel File

1 - Personnel file of SA [redacted]

ML:jmh (Suggestion #170-63 dated 8/28/62)
(6)

NOTE: Suggests the use of a marker similar to that used in the FBI Handbook to indicate the position of the "last report" in an investigative file. The marker would be placed in the file on top of the "last report" and would be so marked on the tab extending from the marker.

SEE PAGE 2

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Suggester feels this would save much time of Agents and supervisors reviewing files. The marker would have to be moved each time a new report is placed in file but the slight additional time that it would take a clerk to perform this function would be compensated for by the saving in Agent and supervisor time.

The views of the Inspection Staff, Training and Inspection Division, and appropriate supervisors in the Washington Field Office were obtained concerning this proposal. They were in agreement the suggestion should not be adopted. In security matters, important information is received by letterhead memoranda which are filed on top of the last report and must be reviewed. In all cases, material which is pertinent and has been received since the last report was written must be reviewed to know what has taken place in the case since the report was written. Adoption of this idea would make the files larger and take up more space which is a definite disadvantage due to the space problem in all offices. Unnecessary work would be involved in the Chief Clerk's Office since each time a report was received all the top mail would have to be removed from file and the marker placed in file. Additionally, these markers would become torn and ragged in no time due to the necessary handling files receive. For these reasons, it is recommended this suggestion not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#190-63

Date 8/28/62

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | SAN FRANCISCO |

b6
b7C

SUGGESTION

A marker for the "last report" in an investigative file. This could consist of a 5" x 8" piece of light cardboard similar to those serving as markers in the Agents Handbook. The marker would be placed in the file on top of the "last report" and would be so marked on the tab extending from the marker, as seen in attached diagram.

3 Files

Current practice or rule (Include manual citation as well as facts)

None

Advantages of suggestion and annual savings (Include basis for estimate)

This marker would serve as an immediate locator of the "last report" in the file and would save much time for both the Supervisor who periodically reviews the file and for the Agent to whom the case is assigned. This marker could be moved to the "last report" each time a report is written. The tab should be placed on the right side of the file.

Disadvantages of suggestion

This slight additional time that it would take a clerk to perform the operation is not material and is greatly outweighed by the savings of Agent and Supervisor time.

(The use by the United States of my suggestion shall not form the basis for any claim which I may assert or assigns upon the United States. I understand that I will be considered for a cash award only if my suggestion is adopted within two years after submission.)

[XX] Mr. [ ] Mrs. [ ] Miss [redacted] SA

Recommendations and comments of Division Head

This suggestion appears to have merit and it is recommended that it be considered for a trial basis in the larger offices, after which a final determination may be made.

Frank L. Price
Signature and Title Special Agent in Charge

(Do not write in this space - for Bureau use only)

REC-26 [illegible] 132

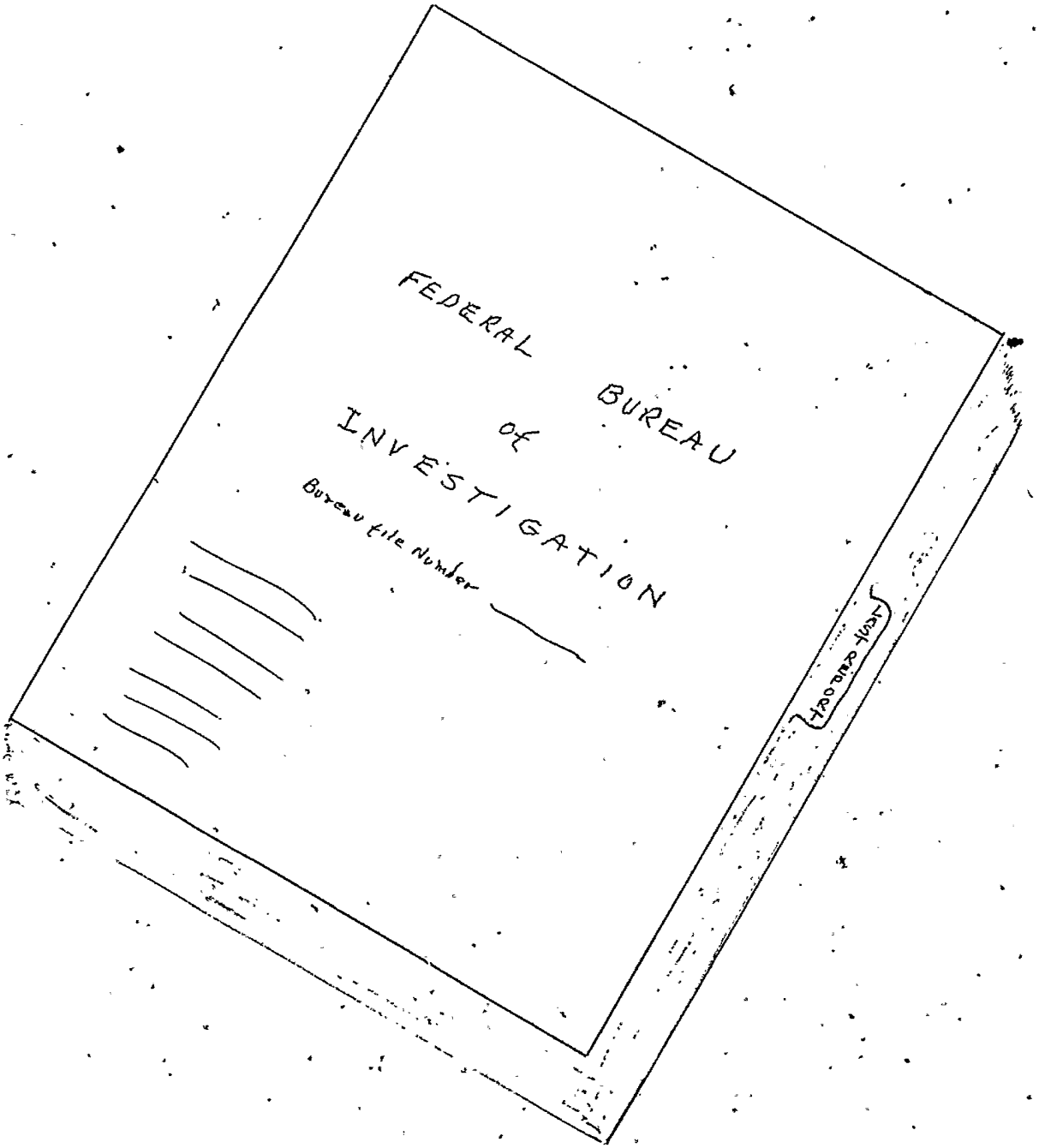
SEP 1 1962

3 - Bureau (Encl.10)
1 - SF 66-1748 (Suggestion File)
1 - SF 67- (Personnel file - SA [redacted])

FLH:hko(5)

AUG 31 1962 TE SAN

FBI - SAN FRANCISCO




66-3319-132

ENCLOSURE

FD - 245 (REV. 4-13-00)

# U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

FEDERAL BUREAU

INVESTIGATION

Case ID: [illegible]

Serial # [illegible]

Complete 4/25/01

October 23, 19

PERSONAL

b6
b7C

REC'D-READING ROOM
FBI
OCT 23 10 27 AM '62

REC-51 [illegible] 19-133

[redacted]
Federal Bureau of Investigation
Albany, New York

Dear [redacted]

Your suggestion that file fronts have the same information printed on both sides has been received. The identical proposal has been considered in the recent past and not adopted since it was felt maximum service is being obtained from these items as they are now prepared.

Although your idea was not adopted, I hope we will continue to receive the benefit of your suggestions in the future.

Sincerely yours,

J. Edgar Hoover

MAILED 19
OCT 23 1962
COMM-FBI

2 - SAC, Albany - 1 - Suggestion File
1 - Field Personnel File

1 - Personnel file of [redacted]

JER:jmh (Suggestion #330-63 dated 10/12/62)
(6)

NOTE: Suggests that Form FD-245 (File Front) be printed on its reverse side in the same way as it is now on the front. This would enable the file front to be used more than once and should effect a considerable saving.

SEE PAGE 2

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

OCT 30 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

The same suggestion has been considered a number of times in the past, the latest being Suggestion #249-63 submitted by [redacted] of the Atlanta Office on 9/14/62. It was not adopted for several pertinent reasons. The Executives Conference of 9/24/53 recommended against printing file fronts on both sides because it was felt the covers are producing maximum efficiency as now printed. Further, field offices may place auxiliary office file numbers on the inside of file fronts in longhand and this would obviate their use a second time. Additionally, the cost of these items would increase if this idea were adopted. The Training Division feels these observations are still pertinent and this suggestion should not be adopted.

b6
b7C

Employee Suggestion
FD-252 (Rev. 9-11-59)

#33063

Date: 10/12/62

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: ALBANY

b6
b7C

SUGGESTION

That Form FD-245 (file fronts) be printed on the reverse side as they are now on the front side.

[redacted]

0 files -

Current practice or rule (Include manual citation as well as facts)

File fronts only used once.

Advantages of suggestion and annual savings (include basis for estimate)

This would enable a considerable savings to the Bureau as when old files were consolidated, the good file fronts could be crossed through and the "clean side" used in opening new cases. It is estimated that Albany closes approximately 500 cases per month. In a year this would mean that approximately 6,000 file fronts could be re-used in this office alone each six months where files are consolidated if suggestion is adopted. The Bureau would have figures for cases closed for each office and the cost per file front, and could arrive at the annual savings.

Disadvantages of suggestion

None apparent.

am

(The use by the United States of my suggestion shall not form the ba[redacted]my heirs, or assigns upon the United States. I understand that I will be consider[redacted]tion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Mis[redacted] Clerk

[redacted]ester

Recommendations and comments of Division Head: If cost of printing both sides of FD-245 is negligible, this suggestion would result in appreciable savings throughout the Field. It would, of course, be essential that the first number be well blocked out before reuse to avoid possibility of file cover being reversed inadvertently, resulting in a misfile.

Herman F. Bailey
Signature and Title: Special Agent in Charge

(Do not write in this space - for Bureau use only)

ENCLOSURE

10/25/62, JER/sm

REC-51 66 2319-1332

10 OCT

5 - Bureau
2 - Albany LTC:pab (7)

November 2, 1962

PERSONAL

ST-114

REC-40 66-2379-134

[redacted]
Federal Bureau of Investigation
Houston, Texas

Dear [redacted]

I have received your suggestion concerning a method for use with consolidated files to facilitate locating files. I am pleased to advise you that your proposal is being adopted for use in the Houston Office on a trial basis.

I appreciate the interest and ingenuity you displayed in submitting this idea to me. I hope we will receive the benefit of any future observations you may have concerning our operations.

Sincerely yours,
J. Edgar Hoover

2 - SAC, Houston - 1 - Suggestion File
1 - Field Personnel File

You are authorized to place this suggestion into effect in your office for a six-month trial period. You should advise the Training Division by close of business June 1, 1963, the results of this trial so that consideration may be given to extending this idea for use in other field offices.

1 - Personnel file of SA [redacted]

MLL:jmh (Suggestion #371-63 dated 10/29/62)
(6)

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
[illegible]

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE NOTE ON PAGE 2

NOTE: Suggests a 5-inch by 8-inch white card be placed under the file back of a volume of consolidated files, folded around the top of the file and secured under the front cover of the file. The file number of the first and last file in the volume will then be placed on the card in a vertical position. In this way, the numbers of the files in the volume may be determined at a glance when the file is placed on edge in open-shelf files.

SAC Rightmyer, Houston Office, advised he saw no objection to the suggestion and that it would increase the ability to locate files quickly.

The Training Division feels this system may be worthwhile but that a trial period should be allowed to be positive it is of sufficient worth for extending to all offices who use open-shelf filing.

Employee Suggestion
FD-252 (Rev. 2-4-57)

#311-63

Date: 10/29/62

To: Director, FBI

From: (Suggester's name) SA [redacted]

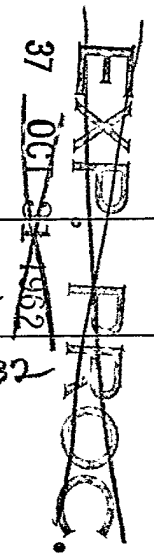
Division of Assignment: HOUSTON

b6
b7C

SUGGESTION

0 FILES

Place a 5" x 8" white card under the file back of a volume of consolidated files, fold around the top of the file, and secure under the cover of the file. The file number of the first and last file in the volume will then be lettered on this insert in a vertical position. This will cause the numbers of the files in the volume to be determined at a glance when the file is placed on edge in open shelf files.




Current practice or rule (Include manual citation as well as facts)

File numbers are placed on the right hand edge of the cover of the volume.

Advantages of suggestion and annual savings (include basis for estimate)

1. The wanted volume of closed and consolidated files can be located more rapidly.

2. The files will not have to be handled to locate a needed volume.

3. The smooth cover over a portion of the upper edge of the files will present a more neat and uniform appearance on open shelf files.

Continued on page 2

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis for any claim against it by me, my heirs, or assigns upon the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Special Agent

Recommendations and comments of Division Head

I see no objection to the suggestion and it will increase the ability to locate files quickly.

P E Rightmyer
SAC, Houston
Signature and Title

(Do not write in this space - for Bureau use only)

66-2319-13

REC-10

11-5

Lt Cole'd
11/2/62, MA/mrk

EX-62

4. Annual saving would be estimated at 240 hours of a clerical employees time, caused by the increase in ability to locate files quickly in an office using open shelf system for storing closed files.

REC-9 62-3217-135

March 5, 1963

PERSONAL

MAR 5 12 19 PM '63
RECD-READING ROOM
FBI

b6
b7C

[redacted]

Federal Bureau of Investigation
Kansas City, Missouri

Dear [redacted]

I have received your suggestion that the exhibit envelope be maintained as the first serial of the last volume of a file. After careful consideration, it has been decided this proposal should not be adopted. The alternatives of having a floating serial or performing the extra clerical work necessary to keep the files up to date outweigh any advantage to be gained.

The interest which prompted you to submit this idea is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 20
MAR 5 1963
COMM-FBI

2 - SAC, Kansas City
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted]
ML:pab
(6)
(Suggestion #753-63 dated 2/27/63)

NOTE: Suggests in files which have more than one volume, the exhibit envelope be maintained as the first serial of the last volume.

The Training Division recommends suggestion not be adopted. It is felt the administrative detail of changing the exhibit envelope each time a new volume is made and the renumbering of serials in file far outweighs any saving of employee time. Washington Field Office advised the exhibit envelope is not required so often that such a procedure would be worthwhile.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#15363

Date: 2/27/63

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: KANSAS CITY

b6
b7C

SUGGESTION

1A EXHIBIT ENVELOPES - Where more than one volume of a file exists that the exhibit envelope be maintained as the first serial of the last volume.

1P

O.K.

93

36 MAR 1 1963

Current practice or rule (Include manual citation as well as facts)

That exhibit envelopes be maintained as the first serial of a file and be numbered serial 1A.

Advantages of suggestion and annual savings (include basis for estimate)

In each instance where a file is required, the last volume is the only one that is normally needed. This would place the exhibits, which are frequently referred to, with the file most frequently used and would eliminate the need for requesting the first volume of a case when there is a need for exhibits maintained in the 1A envelope. It would save both the stenographer's and Chief Clerk's Office time when the stenographer needs signed statements for copy in a report or removal of items for transmittal to other offices, or the Bureau. It would save Agent's time and the employee in the Chief Clerk's Office in the elimination of numerous requests for first volumes of files where a review of the 1A exhibits is necessary. It would save the supervisory

Disadvantages of suggestion

None, other than the serial number of the envelope would originally be 1A and all the items contained in it would be serialized from a 1A envelope. The 1A is meaningless as far as the maintenance of this envelope, other than for identifying purposes.

(The use by the United States of my suggestion shall not form the bas
assigns upon the United States. I understand that I will be considered
within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Office Services

Recommendations and comments of Division Head

REC. 9 66-2319-135

This suggestion has merit and I recommend its adoption.

H A Stitzgubbon MAR 1 1963
Signature and Title SAC

EX.-120

(Do not write in this space - for Bureau use only)

Let Clerk
M.J.P.A. 3/5/63.

TWO

EMPLOYEE SUGGESTION - [redacted] KANSAS CITY

b6
b7C

1A EXHIBIT ENVELOPES

Advantages of suggestion and annual savings (include basis for estimate) (Cont'd.)

staff and clerical time when the supervisory officials were signing outgoing mail, in that they would have the current section and the exhibit items together, without the need for requesting the first volume of the file. This would serve a great deal to a more efficient handling of a case at the time it is closed, in that the Agent, stenographer and supervisory staff would have the 1A exhibits in their possession at the time of dictation, transcribing and signing of the material on which the closing of the case is based. At this point it would eliminate the need for pulling the 1A section from the first volume to determine if all necessary items were being returned to the source.

Disadvantages of suggestion (Cont'd.)

It is true that where numerous exhibit envelopes are required, due to a large number of exhibits, and maintained in the first volume, a subsection would not be necessary, and by placing them in the last volume a subsection would be more suitable, however, a subsection containing 1A exhibits in most instances is an exception. It is not possible to evaluate a savings, in that employee time in this regard is utilized on a continuing basis and the primary purpose of this is for the convenience of the Agent, stenographer and supervisory personnel. It is believed it would be considerable in saving of Agent, stenographer and supervisory personnel time.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 3-19-63

FROM : L. E. SHORT

SUBJECT: FILE INVENTORY - LOCATES

The results of the recharge of files conducted on 2-21-63 have been tabulated and reflect that 14 files and one enclosure are unaccounted for at the present time.

As a result of the last previous recharge on 11-30-62, 17 files were unaccounted for. However, 12 files were found leaving a total of five files on locate. From the file inventory on 2-21-63, nine files and one enclosure were added to the list of items unaccounted for. These files receive constant attention and every effort is being exerted to find or otherwise account for each of the 15 items.

RECOMMENDATION:

For information.

FILES

LWB:bpr
(5)

REC. 13 EX-112 66-2319-136

9 MAR 21 1963

60 MAR 27 1963

April 18, 1963

PERSONAL

b6
b7C

REC-62 [illegible]-137

1 -

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Your suggestion has been forwarded to me that one or more clerical employees assigned to the Riddell Building be instructed in removing serials from files. You may be interested to know this proposal has been considered previously and not adopted. It was decided any departure from the present procedure would lessen the control and uniformity governing removal of serials.

Although this idea was not adopted, the interest which prompted you to submit it is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 20
APR 18 1963

1 - Mr. Sullivan
1 - Personnel file of [redacted]
ML:pab
(5) (Suggestion #931-63 dated 4-16-63)

NOTE: Suggests one or more clerical employees assigned to the Riddell Building be instructed in serial removal procedures and designated to perform that function in the Riddell Building.

This suggestion has been considered previously and not adopted. The Files and Communications Division pointed out at that time a similar procedure was placed into effect on 12/22/47 as a streamlining measure but was discontinued on 5/24/48 as a result of Congressional Committee inquiries concerning serial removal procedures in connection with the Kansas City

CONTINUED ON PAGE 2

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Election Fraud case. Since that time only authorized Records Branch personnel have been permitted to remove serials. Departure from this procedure, it was felt, would weaken security of our files and lessen control and uniformity governing removal of serials thereby increasing the danger of loss or error. Training Division recommends current suggestion not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#931-63

Date: 4/16/63

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Domestic Intelligence

b6
b7C

SUGGESTION: It is suggested that one or more clerical employees presently assigned to the Riddell Building be instructed in serial removal procedure and designated to perform that function in Riddell Building.

Files

Current practice or rule (Include manual citation as well as facts): Serial removers now come from Justice Building when their services are required.

Advantages of suggestion and annual savings (include basis for estimate)

Present practice results in travel time between buildings of approximately ½ hr. for each round trip as well as some delay in having serials removed or replaced in files. If suggestion resulted in saving of only one round trip per day there would be an annual saving of $220 in travel time alone based on Grade 3 salary.

APR 19 8 11 AM '63 FBI — U.S. DEPARTMENT OF JUSTICE

Disadvantages of suggestion

The function would be performed by a non-records section employee, however the saving in travel time and the advantage of more prompt service is believed to outweigh the disadvantages.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester: Clerk.

Recommendations and comments of Division Head

REC-62

Signature and Title

(Do not write in this space - for Bureau use only)

Ret. Back Mail Rm. 4-18-63.

5 APR 23 1963

Two-fer

(SEE DOMESTIC INTELLIGENCE DIVISION ADDENDUM PAGE 2)

STREAMLINING COMMITTEE

ADDENDUM DOMESTIC INTELLIGENCE DIVISION 4/16/63 HHW:rmc

This suggestion appears to have potential for saving time and money, however, it deals specifically with records administration and management. It is therefore being referred to the Files and Communications Division which is primarily responsible for the security and condition of files. The Domestic Intelligence Division in referring this suggestion requests that consideration be given to the possible saving of money that could result if same could be accomplished without affecting the responsibilities of the Files and Communications Division.

Unless the Files and Communications Division has reasons which would preclude the removal of serials by non-records section personnel it is recommended the suggestion be adopted.

WEB.

May 31, 1963

PERSONAL

REC-11 11-138

[redacted]

Federal Bureau of Investigation
Kansas City, Missouri

Dear [redacted]

Thank you very much for your suggestion that certain file numbers be placed on the outside of the front cover of files. It may interest you to know that similar ideas have been considered previously and not adopted because of several disadvantages involved in such a procedure; however, I am sure you are aware that file numbers for auxiliary offices may be listed in longhand on the inside of the file cover.

The interest you displayed in submitting this idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

2 - SAC, Kansas City
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA [redacted]
ML:pab
(6)

(Suggestion #1075-63 dated 5-27-63)

NOTE: Suggests the FBI Latent Case number, the FBI Laboratory number, and file numbers of other field offices in an investigation be placed on outside of front cover of files in addition to the Bureau file number.

Numerous suggestions regarding addition of file numbers or administrative data on file fronts have been considered and not adopted. Extra time would be required to make such notations and keep them current. Employee

SEE PAGE TWO

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

MAY 31 3 43 PM '63
RECD-READING ROOM
FBI
b6
b7C

NOTE CONTINUED

reviewing file would rely on notations indicated without reviewing file which would be a most undesirable practice. If a file front is damaged, time would be consumed placing information on new front. Training Division recommends suggestion not be adopted.

Employee Suggestion
F-252 (Rev. 9-11-59)

#1015-13

Date: 5/27/63

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Kansas City

b6 b7C

SUGGESTION

Show on the outside of the front cover of files, in addition to the Bureau file number the FBI Latent Case number and the FBI Laboratory number and the file numbers of other field offices in the investigation. In voluminous files with numerous field offices in the investigation, the same cover showing the numerous numbers could be transferred to the last volumn to eliminate the necessity of copying several field offices file numbers on a new cover each time a new volumn is opened.

32 MAY 28 1963

Current practice or rule (Include manual citation as well as facts)

None

Advantages of suggestion and annual savings (include basis for estimate)

The showing of reference numbers in addition to the Bureau file number would make it possible for the FBI Latent Fingerprint Section number and the FBI Laboratory numbers to be readily available for showing on letters for examination in those divisions. This would be of particular advantage in cases with several volumns where considerable time is sometimes required to find the Latent Case number and/or FBI Laboratory number for reference. Likewise, location of auxiliary office file numbers in a voluminous file takes an extensive amount of time. Although an estimate of the time saved is not possible, it is felt that not only would time be saved in the

(see page 2 attached)

Disadvantages of suggestion

It would require some clerical time to list the Latent Case number, FBI Laboratory number and other field office numbers on the file cover. It is felt that this clerical time would be far less than the time required of stenographic and Agent personnel in searching through a file for these numbers

(The use by the United States Government of any suggestion submitted will be on the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] opted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] SA

Recommendations and comments of Division Head: This suggestion has merit. It is recommended the suggested procedure be made optional with the Agent to whom the case is assigned.

H. A. FITZGIBBON — Signature and Title: SAC

(Do not write in this space - for Bureau use only)

REC- 18 — 66-3217-138

Advantages of suggestion and annual savings (include basis for estimate) continued

field in locating the numbers, but it would serve to insure that the reference numbers would be listed on communications to the Bureau as well as other field offices, which would in turn save clerical time at the Bureau and in the other field offices. The listing of the Latent Case number and the FBI Laboratory number would also serve in a review of the file to direct attention to the fact that latent fingerprints and evidence had been submitted during the investigation.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL ST

DATE: 6-25-63

FROM : L. E. SHORTY Files

SUBJECT: FILE INVENTORY - LOCATES

The results of the recharge of files conducted on 5-29-63 have been tabulated and reflect that eighteen files and four enclosures are unaccounted for at the present time.

As a result of the last previous recharge on 2-21-63, fourteen files and one enclosure were unaccounted for. However, four files were found, leaving a total of ten files and one enclosure on locate. From the file inventory on 5-29-63, eight files and three enclosures were added to the list of items unaccounted for. These files receive constant attention and every effort is being exerted to find or otherwise account for each of the twenty-two items.

RECOMMENDATION:

For information.

ST 6/26

LWB:jam
(4)

REC- 21

66-2319-139

17 JUN 27 1963

4 - ST

42

54 JUL 1 1963

OPTIONAL FORM NO. 10
5-10-104

UNITED STATES GOVERNMENT

# *Memorandum*

TO : Mr. Casper

DATE: 6/21/63

FROM : J. H. Gale

SUBJECT: SUGGESTION FOR USE OF "REMTAG END FOLDER" IN OPEN-SHELF FILING

Mr. [redacted]
Mr. [redacted]
Mr. [redacted]
Mr. [redacted]
Mr. [redacted]
Mr. [redacted]
Mr. [redacted]
Mr. [redacted]
Mr. [redacted] b6
Mr. [redacted] b7C
Mr. [redacted]
[redacted]
[redacted]

[redacted]

At your request, the Inspection Staff made a survey of the desirability for the utilization of "Remtag End Folders" for those offices utilizing open-shelf filing. The suggestion for the adoption of the Remtag System was made by [redacted] Pittsburgh Division.

It is the consensus of the Inspection Staff that the benefits to be obtained from the Remtag System or similar system whereby the end of a consolidated file could be covered and a notation made on this end concerning the scope of the file numbers contained in the consolidated file, would be most beneficial to the Bureau. The use of such end tags would save considerable clerical time in the location of a file and would certainly enhance the appearance of the closed file section.

However, careful consideration has been given to the expense involved in converting to a Remtag System and it is believed that the expense would be exorbitant and that similar advantages could be obtained through a more simple system at only a negligible cost.

There is attached a part of a file back which has been cut and folded to create a file end and it is the understanding of the Inspection Division that similar file ends have been used successfully to achieve exactly the same desired result as the more expensive Remtag System. A Remtag is also enclosed. Several of these file ends could be produced from one file back and could be placed over the Acco fastener as the first and last item on the fastener and would create a durable end tag which could be marked at only a fraction of the cost of Remtag. It is likewise believed that there would be little additional clerical time needed to fashion this exceedingly simple device. The Inspection Staff further believes that the suggested Bureau-made end tag would be more durable than the Remtag and more easily adaptable to the varying thicknesses

Enclosures (2) (Det Supv Desk only)
1 - Mr. Callahan
JPDW:chs
(3)

Memo Casper to Mohr, Gale, 7/1/63.

REC-116 62-2319-140

JUL 1963

ENCLOSURE

ENCLO. BEHIND FILE

62 JUL 22 1963

1 - Inspection Staff
7/1/63

of the consolidated, closed files than would the Remtag System which has only two positions to cover all thicknesses of closed files consolidated volumes.

It is further suggested that you may desire to contact the Exhibits Section of the Administrative Division to ascertain if they could furnish any methods or procedures which would further simplify the making of these end tags out of used file backs.

In recommending a system of file ends for closed, consolidated files in the open-shelf filing system, it is recommended that it be optional with the field divisions as to whether they simply start afresh with the newly consolidated volumes and utilize a file end system or whether the conversion to the end tag system be set up on a project basis to cover all of the closed, consolidated volumes. The conversion to such a system will require a considerable expenditure of clerical manpower.

RECOMMENDATION:

That the Training Division consider the observations of the Inspection Division in reaching a decision on the adoption of the suggestion of [redacted] relating to the use of the Remtag System.

b6
b7C

1 - Asst. Dir. Gale 7/11/63

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 7/1/63

FROM : J. J. Casper

Files

SUBJECT: MAIL
SUGGESTION #371-63 SUBMITTED BY
SA [redacted] HOUSTON OFFICE
SUGGESTION #1029-63 SUBMITTED BY
[redacted] PITTSBURGH OFFICE

b6
b7C

SUGGESTION: SA [redacted] Houston, by suggestion dated 10/29/62 proposed a 5- by 8-inch white card be placed under the file back of a volume of consolidated files, folded around the top of file and secured under the front cover of the file. The file number of the first and last file in the volume would be placed on the card in a vertical position. In this way, numbers of the files in the volume may be determined at a glance when the file is placed on edge in open-shelf files. Houston was authorized to place this idea into effect for a six-month trial period.

[redacted] Pittsburgh, by suggestion dated 5/8/63 proposed offices using open-shelf filing obtain a commercial product called Remtag End Folds(sample attached) and manufactured by the Remington Rand Co. made for the specific purpose of containing files in open shelves. Suggester quoted the cost of present system as .113¢ per one consolidated file as compared to .145¢ for the proposed system or a difference of 3¢ per file.

ADVANTAGES: This method for maintaining such files would provide for greater accuracy in filing and files could be located more quickly. Files would present a neater and more uniform appearance. A saving in time of file review and correlation clerks would be realized.

OBSERVATIONS: At the conclusion of the six-month trial period, the Houston Office advised the system proposed by SA [redacted] had proved to be entirely satisfactory. Files could be located more rapidly and approximately 240 hours of clerical time could be saved annually by using this method. It was pointed out that in using this method to identify

Enclosures sent 7-2-63
1 - Mr. Gale
1 - Personnel file of [redacted]
1 - Personnel file of SA [redacted]
ML:pab
(5)

REC-116

62-2319-141

JUL 1963

CONTINUED ON PAGE TWO

62 JUL 22 1963

TWO

closed files, shelf dividers are not needed in sections where files are consolidated and marked with 5- by 8-inch cards. This saves time when shifting files and eliminates necessity of relabeling shelf dividers. Houston recommended suggestion be adopted for use in offices where open-shelf filing is utilized.

b6
b7C

The Inspection Staff made a survey regarding the use of Remtag End Folds as proposed by [redacted] Pittsburgh. It was the consensus of the Inspectors that the benefits to be obtained by a system such as proposed would be most beneficial to the Bureau. However, it was felt the expense involved in converting to the Remtag system would be exorbitant and similar advantages could be obtained through a more simple system at only negligible cost. It was proposed that file ends be made from our present file backs by cutting a strip the desired size and folding to create a file end. Several file ends(sample attached) could be produced from one file back and could be placed over the Acco fastener as the first and last item on the fastener. Little additional time would be needed to fashion this simple device. Such an end tag would be more durable than the Remtag End Folds and more easily adaptable to the varying thicknesses of the consolidated closed files since the Remtag system has only two positions to cover all thicknesses of files. It was recommended that it be optional with field divisions as to whether they start using this system with newly consolidated volumes or whether the conversion be made on a project basis to cover all of the closed consolidated volumes since a considerable amount of manpower would be needed for conversion to such a system.

The Training Division feels the use of file ends with open-shelf filing is desirable due to the above-stated comments from the Houston Office and the Inspection Staff. Since the commercial product would be quite expensive, it is felt the method proposed by the Inspection Staff has merit and would prove more advantageous than the commercial product or the 5- by 8-inch white card since it would be cheaper than the former and more durable and adaptable than the latter. Although neither suggestion is being adopted as submitted, the objectives of both will be obtained under the system being recommended for adoption.

RECOMMENDATIONS:

(1) That a modified version of both suggestions be adopted in that each office with open-shelf filing use a file-end system by making these ends from file backs.

RECOMMENDATIONS CONTINUED ON PAGE THREE

RECOMMENDATIONS CONTINUED

(2) That the attached letters of appreciation be forwarded to the suggesters advising them of the modification involved. Suggesters were thanked for their ideas by prior letters.

(3) That the attached SAC Letter be approved and forwarded.

(4) That the Mechanical Section, Administrative Division, prepare a sufficient number of samples for one to be enclosed with the SAC Letter to each field office.

0 FILES

PERSONAL ATTENTION
SAC LETTER NO. 63-33

**UNITED STATES DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to File No.*

July 9, 1963

**WASHINGTON 25, D. C.**

ORIGINAL FILED IN 66-04-3200

(A) FILING SYSTEM - OPEN-SHELF FILING -- A method for preparing file backs has recently been brought to the Bureau's attention through the Suggestion Program. This procedure is for use in connection with closed, consolidated files in those offices utilizing open-shelf filing and will facilitate locating these files. File ends, of the desired width, (sample attached) may be made from file backs and placed over the Acco fastener as the first and last item on the fastener to create a durable end for each file. The beginning and ending file numbers in the consolidated volume should be done in permanent black ink on the file end. It is being left to the discretion of each SAC whether this system is placed into effect as new consolidated volumes of files are prepared or whether the conversion to this system is set up on a project basis. Offices now using another method for preparing end tags will convert to the above-described system as new consolidated volumes are prepared.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/83 BY SP8 BTJ/dd
CW 7/16/84 c

66-2319-

NOT RECORDED
120 JUL 19 1963

68 JUL 30 1963

...e Suggestion
...Rev. 9-11-59)

#50-64

Date: July 11, 1963

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | Administrative |

b6
b7C

SUGGESTION

It is suggested that Ledger Paper be used in place of Index Paper for the printing of form 4-49. (Sample attached)

File

Current practice or rule (Include manual citation as well as facts)

Index Paper now used in printing form 4-49. (Sample attached)

Advantages of suggestion and annual savings (include basis for estimate)

Last year 1,250,000 copies of form 4-49 were printed by this Section. This required 24,500 sheets of 32 x 48 Index Paper. If Ledger Paper was used it would have saved $494.90 last year.

| | |
|---|---|
| Index Paper, Property #7425, size 32 x 48 | $56.90 per 1,000 sheets |
| Ledger Paper, Property #679, size 32 x 48 | $36.70 per 1,000 sheets |
| SAVINGS | 20.20 per 1,000 sheets |

Cutting time would also be saved both before and after printing since Ledger is thinner than Index. Index is 8½" per 1,000 sheets
Ledger is 5 3/4" per 1,000 sheets

Disadvantages of suggestion

None known

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered fo...d within two years after submission.)

[XX] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Has possibilities, but it may be too light for use in Records Div. I suggest it be sent to Records Division for their comments.

Mechanical Section Supv.
...re and Title

(Do not write in this space - for Bureau use only)

REC-25 62-5317-142

Ruled by Lot
Mtl. Lab, 7-22-63

1 XEROX

10 JUL 23 1963

TWO

1-Cate-Slip
7-19-63

62 JUL 24 1963

REC 7-1

192 JUL 24 1963

UNRECORDED COPY FILED IN

Index Paper

Ledger Paper

July 22, 1963

PERSONAL

REC- 25 62-116395-143

JUL 22 11 54 AM '63
RECD-READING ROOM
FBI

b6
b7C

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you very much for the suggestion that Form 4-49 be prepared on ledger paper instead of index paper. You may be interested to know different types of paper have been used previously for this form and it was decided the index paper is the most suitable for this purpose.

The interest which prompted you to submit this idea for consideration is indeed appreciated.

JUL 2 2 1963
COMM-FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Callahan
1 - Personnel file of [redacted]
ML:pab
(5) (Suggestion #50-64 dated 7/11/63)
NOTE: Based on memorandum C. R. Davidson to Mr. Callahan, 7/17/63, re: [redacted] Administrative Division, Suggestion Program, ESM:ves

Files and Communications Division opposed adoption since paper of a lighter weight than the index paper is not suitable for serial markers. The marker becomes bent too easily and gets turned back into the file making it difficult for supervisors to find the correct serial. Training Division recommends suggestion not be adopted.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

JUL 31 1963
MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Callahan

DATE: 7-17-63

FROM : [redacted]

b6
b7C

SUBJECT: [redacted]
ADMINISTRATIVE DIVISION
SUGGESTION PROGRAM
#5064

[redacted] has suggested that Ledger Paper be used in place of Index Paper for the printing of Form 4-49. Samples of these papers are attached.

In his suggestion he pointed out that over the period of a year we could save approximately $494.94 through the adoption of this suggestion. Form 4-49 is the form used by the Records and Communications Division to mark areas in files containing references which were called for in connection with a file review situation. Index Paper is of a fairly substantial quality and it lends itself very readily to the job for which it has been designed. Ledger Paper is quite a bit more pliable and limp and does not appear to be nearly as well suited for Form 4-49. The stiffer paper does not bend nearly as easily and even though there would be a savings involved, it is felt that we should continue to use the heavier paper in making up Form 4-49.

[redacted] of the Mechanical Section has said that [redacted] suggestion has possibilities, but that the Ledger Paper may be too light for use in the Records Division and recommended that this suggestion be sent to the Records and Communications Division for their comments. The Administrative Division's Streamlining Committee does not feel that this suggestion should be adopted.

RECOMMENDATIONS:

1. That this suggestion be forwarded to the Training Division, Suggestion Program Desk, for acknowledgment, and to record our feeling that the suggestion should not be adopted.

ENCLOSURE ATTACHED

2. Prior to final action, however, it is recommended that the Training Division obtain the comments of the Records and Communications Division regarding this suggestion.

ESM:ves (2)
Enclosures

UNRECORDED COPY FILED

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TAVEL

DATE: 9-26-63

FROM : L. E. SHORT

SUBJECT: PROPOSED "FILE REPAIR RECORD" FORM

Form W 4-661

It is requested that the attached proposed "File Repair Record" Form be approved for use in connection with file repair operations in the Filing Unit. This form will serve (1) as a routing slip to forward files in need of repair to the Repair Desk, (2) as a work order slip showing what repairs are needed, (3) as a record of what repairs were made to a file and when and by whom, as well as an individual production record, and (4) it will assist locate personnel in tracing files.

If approved, a requisition slip is attached for an initial order of 5,000 copies of this "File Repair Record" Form.

RECOMMENDATIONS:

(1) That the attached proposed "File Repair Record" Form be approved.

(2) If approved, that an initial order of 5,000 copies of this "File Repair Record" Form be prepared for the Filing Unit, Room 1113 IB.

LCLWB:jam
(4)
Enclosures (Requisition removed for mechanical location. 10/7/63 jam)

4-661 assigned to forward and routed slip to Form Desk. 9/26/63 dk

2 ENCLOSURES

REC-53 66-2319-145

EX-101

12 OCT 30 1963

XEROX

OCT 31 1963

28 NOV 7 1963

UNRECORDED COPY AND ENCL FILED IN 66-3442

File Repair Record
4-661 (9-26-63)

TO: REPAIR DESK, RM. G 101 IB DATE _____

FROM: _____

RE: FILE # _____ SECTION _____

This file charged or transferred to Repair by:

_____ DATE _____

Please repair items checked below:

1. ( ) EXPAND
2. ( ) NEW COVER
3. ( ) NEW BACK
4. ( ) CHANGE COVER SIZE
5. ( ) CONSOLIDATE SECTIONS
6. ( ) MAKE UP SUB A FILE
7. ( ) REPAIR SERIALS
8. ( ) LAMINATE SERIALS
9. ( ) CHECK SERIALIZATION
10. ( ) MISCELLANEOUS (SPECIFY) _____

REPAIRED BY: _____ DATE _____

CHECKED BY: _____ DATE _____

FILE SENT: ( ) Return Table DATE _____

( ) Lamination DATE _____

( ) _____ Rm. _____ DATE _____

(Use reverse side for additional remarks)

PROPOSED NEW FORM 4-661

Received at Lab. Per Mr. Bisagno 10/14/63 sml

XEROX

OCT 31 1963

66-2319-145

Encl. to memo Short to Jevel; 9-26-63; LWB:jam

ENCLOSURE

File Repair Record
4-661 (9-26-63)

To : Repair Desk, Room G 101 IB Date _____

From: _____

Re : File No. _____ Section _____

This file charged or transferred to Repair Desk by:

_____ Date _____

Please repair items checked below:

1. ☐ Expand
2. ☐ New Cover
3. ☐ New Back
4. ☐ Change Cover Size
5. ☐ Consolidate Sections _____
6. ☐ Make Up Sub A File
7. ☐ Repair Serials _____
8. ☐ Laminate Serials _____
9. ☐ Check Serialization _____
10. ☐ Miscellaneous (Specify) _____

_____

Date

Repaired By: _____ _____

Checked By : _____ _____

File Sent: ☐ Return Table _____

☐ Lamination _____

☐ _____ Rm. _____

file with 9/26/63 memo JK

*(Use reverse side for additional remarks)*

PRINTED 4-661

66-2319-145

ENCLOSURE

October 7, 1963

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you very much for the suggestion that Form 4-634 be revised to provide for the blank space to appear at the top of the serial marker instead of the bottom. I am indeed pleased to advise you this proposal is being adopted and steps are being taken to place it into effect when this form is next printed.

The interest and initiative you displayed in bringing this matter to my attention are indeed appreciated. I hope we will receive the benefit of any future thoughts you may have regarding our work.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Tavel
1 - Personnel File of [redacted]
MJL:mll (Suggestion #217-64 dated 10/1/63)
(5)

NOTE: Suggests Form 4-634 be revised to provide for the blank space appearing at the top of the form instead of at the bottom as at present.

Files and Communications Division advised, if printed as suggested, it would aid in looking files up to date and recommended the change be made with the next order of the form. Training Division has no objection to the revision of this form and recommends adoption. On approval, this letterhead will serve as authority for the Forms Management Desk, Training Division, to take appropriate action.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

5 7 NOV 12 1963

OCT 7 3 40 PM '63
RECD-READING ROOM
FBI

b6
b7C

Employee Suggestion
FD-252 (Rev. 9-11-59)

#217-64

Date
10-1-63

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
FILES & COMMUNICATIONS

b6
b7C

SUGGESTION

That form 4-634 be revised placing the blank space at the top. This space is for the name and room number of the person receiving the file and includes the current date. This change will be as indicated on the attached sample.

Files

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

That after the serial marker has been inserted under the Acco compressor, indicating to whom the file is going, it need not be removed when looking the file up-to-date and making corresponding correct notation on the serial marker.

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered ... suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ M...

File Clerk
Suggester

Recommendations and comments of Division Head

Favorable.
See attached page.

Signature and Title

66-2314-146

(Do not write in this space - for Bureau use only)

XEROX NOV 1 1963

XEROX NOV 8 1963

REC-12 OCT 30 1963

66-3482.

Employee Suggestion
Submitted by: [redacted] b6 b7C

COMMENTS:

Form 4-634 printed as suggested would be an aid in looking files up to date. It is recommended that the change be made with the next order of the form.

JPB:bpr

4-634 (Rev. 3-31-59)

CONFIDENTIAL

PERSONNEL FILE

LOCK UP AT NIGHT

| For: | Call: |
|---|---|
| Requests & Transfers - | 532 |
| Locates - | 2303 |
| Abstracts - | 642 |

☑ Up-to-date with serial No. 15

Abstract not in file for

[redacted]

6646

(PRESENT FORM)

4-634 (Rev. 3-31-59)

[redacted]

6646

4-634 (Rev. 3-31-59)

Abstract not in file for

☐ Up-to-date with serial No. _____

| For: | Call: |
|---|---|
| Requests & Transfers - | 532 |
| Locates - | 2303 |
| Abstracts - | 642 |

CONFIDENTIAL

PERSONNEL FILE

LOCK UP AT NIGHT

4-634 (Rev. 3-31-59)

CONFIDENTIAL

PERSONNEL FILE

LOCK UP AT NIGHT

| For: | Call: |
|---|---|
| Requests & Transfers - | 532 |
| Locates - | 2303 |
| Abstracts - | 642 |

☑ Up-to-date with serial No. 15

Abstract not in file for

(PROPOSED FORM)

b6
b7C

4-634 (Rev. 10-7-63)

CONFIDENTIAL

PERSONNEL FILE

LOCK UP AT NIGHT

| For: | Call: |
|---|---|
| Requests & Transfers - | 532 |
| Locates - | 2303 |
| Abstracts - | 642 |

☐ Up-to-date with serial No. _____

Abstract not in file

10/7/63

PRINTED REVISED 4-634

XEROX NOV 1 1963

66-2319-146

ENCLOSURE

REC-22

66-2319-147

November 7, 1963

PERSONAL

REC'D-READING ROOM
NOV 7 3 34 PM '63
B I

b6
b7C

[redacted]
Federal Bureau of Investigation
Kansas City, Missouri

Dear [redacted]

Thank you very much for the suggestion that Special Agents be required to keep a current list of all files in their possession attached to their workboxes. After careful consideration, it has been decided this proposal should not be adopted. The additional work involved in keeping such a list current would far outweigh any anticipated saving of time required for searches.

Although this idea was not adopted, I appreciate the interest which prompted you to bring it to my attention.

MAILED 11
NOV 7 1963
COMM-FBI

Sincerely yours,
J. Edgar Hoover

2 - SAC, Kansas City
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted]
MSML:mlf
(6) (Suggestion #320-64 dated 10/30/63)

NOTE: Suggests Special Agents be required to keep a current list of all files in their possession attached to their workboxes in an effort to save on searching time.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

316

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE TWO

NOTE CONTINUED

SAC Fitzgibbon recommended suggestion not be adopted since time spent in preparing a current list of files would exceed the time required for searches. Files and Communications Division and Training Division also recommend against adoption. Such a list, if not completely accurate at all times, would be misleading. It is felt complete reliance could not be placed on a list such as proposed and complete searches would still be needed.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#32064

Date: 10/30/63

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | KANSAS CITY |

b6
b7C

SUGGESTION

That Special Agents be required to keep a current list of all files located in their work boxes attached to the work boxes. This would save hundreds of man hours that are now required to search the work boxes during Special Search.

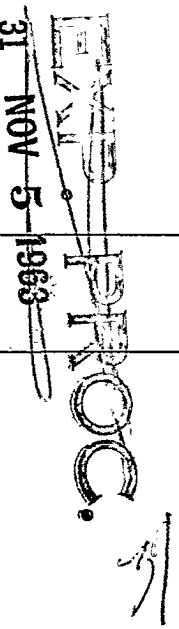
FILES

Current practice or rule (Include manual citation as well as facts)

To my knowledge no such lists are kept.

Advantages of suggestion and annual savings (include basis for estimate)

Time saved during searches.



Disadvantages of suggestion

The time spent by Special Agents to keep these listings current.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered f within two years after submission.)

[redacted]

[X] Mr. [ ] Mrs. [ ] Miss [redacted] e and Title of Suggester Clerk

Recommendations and comments of Division Head

The time spent in preparing a current list of files would, in my opinion, exceed the time required for searches, therefore, adoption of this suggestion not recommended.

H M Thornton
Signature and Title SAC

(Do not write in this space - for Bureau use only)

REC-22 6-2324-147

ack'd by ltr 11/7/63 spl. mail

6 NOV 3

[redacted]

November 13, 1963

PERSONAL

66-2319-148

EX-103

[redacted]

Federal Bureau of Investigation
Albuquerque, New Mexico

Dear [redacted]

Your suggestions have been received concerning the preparation of two of our forms with preinserted carbon paper and regarding the manner in which Form FD-245 is printed. You may be interested to know both of these proposals have been considered previously and not adopted because of disadvantages involved.

The initiative you displayed in submitting these ideas to me is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 11
NOV 1 3 1963
COMM-FBI

2 - SAC, Albuquerque
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

ML:mlf
(6) (Suggestions #330-64 dated 11/4/63 and #331-64 dated 11/6/63)

NOTE: Suggestion #330-64 proposes FD-245, file front, be printed on both sides to permit using them again when files are consolidated. Information appearing on this side could be crossed out in black pencil. Same idea considered several times and not adopted. Executives Conference of 9/24/53 recommended against proposed procedure because it felt covers are producing maximum efficiency as now printed.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

XEROX
NOV 14 1963

4 NOV 20 1963

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE TWO

Nov 13 12 25 PM '63
READING ROOM
FBI

b6
b7C

NOTE CONTINUED

Information, such as auxiliary office file numbers, ~~are~~ is placed on inside of cover in longhand and this would obviate their use a second time. Cost of file fronts would increase if this idea were adopted. Training Division feels these observations still pertinent and recommends this idea not be adopted.

Suggestion #331-64 proposes FD-204, first page of reports, and FD-263, cover page for reports, be prepared with preinserted carbon paper. On 10/16/63 same idea considered and not adopted. Training Division, after consulting with Inspection Division, opposed suggested method of preparation since neither form is prepared in any set amount of copies because of difference in dissemination of investigative reports and it was decided it would be impractical, and often wasteful, to prepare them with preinserted carbon paper. Training Division recommends current suggestion not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#33064

Date: 11/4/63

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: ALBUQUERQUE

b6 b7C

SUGGESTION

It is suggested that Form FD-245 ~~(file front)~~ be printed on both sides. When files are consolidated these file fronts could be reversed and used again. The file numbers, volume numbers, etc. could be crossed out with a black marking pencil to eliminate the possibility of the wrong side being used again.

0 Files

Current practice or rule (Include manual citation as well as facts)

When files are consolidated the file fronts are thrown away.

Advantages of suggestion and annual savings (include basis for estimate)

It is felt that by being able to use both sides of the file fronts there would be considerable saving to the Bureau, although it is not known how expensive these fronts are.

32 NOV 12 1963

EXP. PROC.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

SAC Secretary

Signature and Title of Suggester

Recommendations and comments of Division Head: This appears to have a great deal of merit. In the event the Bureau is in possession of no information which would preclude re-use of these file folders, it is recommended that this suggestion be given careful consideration.

SAC

Signature and Title

(Do not write in this space - for Bureau use only)

REC 37 62-2328-148

EX-103

6 NOV 12 1963

EXP. PROC.

XN 5X-116

REC- 56 66-2319-149

November 15, 1963

PERSONAL

NOV 15 12 2PM '63
FBI
MAIL ROOM

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that each investigative file at the Seat of Government contain a serial which would remain the top serial in file and would contain certain pertinent information. This proposal has been carefully considered and it was decided it should not be adopted since the cost to maintain such a brief in each file would far outweigh any anticipated benefit to be gained from such a procedure.

Although this idea was not adopted, I appreciate the interest which prompted you to submit it to me.

MAILED 11
NOV 1 5 1963
COMM-FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Rosen

1 - Personnel file of SA [redacted]

ML:mlf

(5) (Suggestion #338-64 dated 11/13/63)

NOTE: Suggests each investigative file at SOG have a serial designated "Retain as Top Serial" on which would be listed in brief pertinent facts regarding the investigation. This serial should be

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE TWO

NOTE CONTINUED

inserted in file at beginning of case and information added as case progresses. Suggests this procedure be handled by the Correlation Unit of the Records Branch inasmuch as one of the functions of this unit is preparation of summary memoranda on individuals to centralize information.

General Investigative and Files and Communications Divisions opposed adoption of this idea. It was noted the cost to maintain such serials in an up-to-date condition would not be warranted due to limited use which would be made of such briefs in the majority of cases. Case supervisor is always aware developments in cases supervised by him. In major cases, files are kept in supervisors' offices and they would not be available for preparation of proposed serials unless taken from office. Training Division recommends suggestion not be adopted also since it has been the practice to keep "floating" serials to a minimum. Good records management dictates all mail should be serialized into files.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#338-64

Date
11/13/63

To:
Director, FBI
Files

From: (Suggester's name)

Division of Assignment
General Investigative

b6
b7C

SUGGESTION

That each investigative file at the Seat of Government have a serial to be designated "Retain as Top Serial" on which serial will be listed in brief and succinct form the pertinent facts of the investigation. Such facts should include the allegation, results of investigation, and prosecutive disposition. Also to be included would be the names of all subjects and serial numbers where descriptions of such subjects may be found. It is felt that this "Top Serial" should be inserted in the file at the commencement of the case and be added to as necessary upon development of the case. It is not suggested that this procedure be made retroactive as to established files due to the readily apparent burden this would impose. Regarding preparation of the "Top Serial," it is suggested that this be handled by the Correlation Unit of the Records Branch of the Files and Communications Division (See Page 2)

Current practice or rule (Include manual citation as well as facts)

Current practice does not provide for the above-described suggested procedure. The investigative files contain serials as received. To glean pertinent facts necessitates searching through the serials.

Advantages of suggestion and annual savings (include basis for estimate)

Such a procedure, it is believed, would greatly facilitate Bureau officials and supervisors in obtaining at a glance without tedious and time taking effort the necessary pertinent facts so often necessary in preparing communications for submission out of the Bureau and intra Bureau memoranda.

A savings in dollars based on implementation of this suggestion can not be estimated.

Disadvantages of suggestion

A small additional effort required to maintain the "Top Serial" in current status.

(The use by the United States of my suggestion shall not form the basis [illegible], my heirs, or assigns upon the United States. I understand that I will be considered [illegible]estion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

(Special Agent)
Signature and Title of Suggester

Recommendations and comments of Division Head

The cost of implementing this suggestion far outweighs the benefits. Recommend against.

FX-116

Albert J. McGrath
Signature and Title Section Chief

(Do not write in this space - for Bureau use only)

66-2317-149

REC-56

NOV 15 1963

Two

11/15/63

Suggestion Continued:

inasmuch as one of the functions of this unit is to prepare summary memoranda on individuals to centralize information.

REC 30 62-23,9-150

January 16, 1964

PERSONAL

b6
b7C

JAN 16 3 50 PM '64
FBI
REC'D-READING ROOM

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Your suggestion has been received concerning the use of file covers of a particular type in connection with our work. This matter has been carefully considered and it was decided it should not be adopted. File covers as described by you are not available at the present time and this procedure would actually be more costly and time-consuming than the one we now have in operation.

Although it was not adopted, your thoughtfulness and interest in submitting this idea are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 19
JAN16 1964
COMM-FBI

1 - Mr. Evans
1 - Personnel file of SA [redacted]
MJL:mlf
(5) (Suggestion #490-64 dated 1/13/64)

NOTE: Suggests suitable, opaque, plastic file covers be used which would have pertinent data from the forwarding slip and the serial marker printed on them in addition to present information printed on file covers. These covers would contain black lettering on white for

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

JAN 24 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE TWO

NOTE CONTINUED

applicant-type matters, green for criminal, red for security, and blue for miscellaneous files. Suitable writing instruments would be used to write on the plastic so that such writing could be wiped off with a wet Kleenex or paper towel to provide for using the serial marker and transfer form numerous times.

Administrative Division and Files and Communications Division recommended suggestion not be adopted. Plastic file covers do not appear on any Federal schedule but plastic is very expensive, particularly the weight which would be needed for a file cover. Cost not warranted. Purpose of serial marker is to mark location of serial in the file so would not be used to best advantage if located on file cover. More work would be involved in keeping wet towels to wipe instructions off of cover than is necessary at present. Colored covers to indicate type of case have been considered previously and no advantage inherent in using them. Training Division recommends suggestion not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#490-64

Date: January 13, 1964 b6 b7C

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Special Investigative

SUGGESTION

A suitable nontransparent plastic file cover be utilized which will have permanently stamped into it, in addition to that information currently appearing, the pertinent data from forms 4-7 and 4-49, the forwarding slip and serial marker, respectively. It is further suggested that green, white, red and blue plastic be used with black lettering on each. White will indicate an applicant-type file, green a criminal file, red a security file and blue for miscellaneous files or files not falling in the above categories. Further, suitable writing instruments and/or inks should be used to write on the plastic. For example, the model is written by ball point pen and can be wiped off with a wet Kleenex or paper towel. This is desirable for the transfer form and serial marker section.

(cont. on attached)

Current practice or rule (Include manual citation as well as facts)

The current practice is to utilize three different forms; hence, a different step is involved in performing the functions attributed to each form.

Advantages of suggestion and annual savings (include basis for estimate)

1. Forwarding form and serial marker cannot become detached in transit.
2. Saving of time since file cover will not have to be removed to insert forwarding slip and serial marker will not have to be affixed with paper clips.
3. Saving of monies in that form 4-7 will be eliminated and the serial marker will be eliminated. The appropriate serial can be marked with plain piece of paper.
4. File covers can be used again and again since the ink on the plastic used to designate file numbers and information appearing

(cont. on attached.)

Disadvantages of suggestion

None known

0 FILES

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head

REC 30 66-2319-150

This appears to warrant consideration by the Files and Communications Division.

C A Evans

Signature and Title

(Do not write in this space - for Bureau use only)

0 ENCLOSURE

ENCLOSURE ATTACHED

1-16-64

D JAN 17 1964

TWO

Suggestion (continued)

Plastic charge-a-plates have a special area for the owner's signature. This might be desirable for the file number and serial number area. In the attached model, all information appearing under the plastic will be permanently stamped into the plastic cover. If the suggestion is adopted, the correct plastic and ink to be utilized will have to be determined through contact with appropriate manufacturers.

Advantages (continued)

in forwarding and serial marking sections can be wiped off when so desired.

5. Will utilize no additional space in file cabinets.

6. Plastic will allow files to slip into drawers more easily, preventing any damage resulting from binding.

7. Plastic will not tear or become dog-eared and will afford better protection to file.

8. Colors will facilitate routing, handling and filing.

9. Probably the biggest advantage is the consolidation of three separate forms into one, resulting in a "one-package" operation.

FORWARD THIS FILE TO SUPERVISOR IN ORDER LISTED
PLEASE TRANSFER, CALL EXT. 421

| SUPERVISOR | ROOM | SUBJECT | SERIAL | DATE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# USE CARE IN HANDLING THIS FILE

# Transfer-Call 421

U. S. Department of Justice

## FEDERAL BUREAU of INVESTIGATION

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

Name | Room
Subject | UTD
Serial

Serials in File
Up to date with
Looked UTD by
Serial not in File
☐ Abstract not in File (Red Serial)
☐ There will be no abstract (Green Ser

January 24, 1964

REC-18

66-2319-151

PERSONAL

b6
b7C

JAN 24 2 28 PM '64
REC'D-READING ROOM
F B I

[redacted]
Federal Bureau of Investigation
New York, New York

Dear [redacted]

I have received your suggestion that an alphabetical listing of field offices with a space for entering a file number by each one be placed on the inner side of file covers. You may be interested to know this proposal has been considered several times in the past and not adopted because of disadvantages involved. It was felt the additional cost involved is not warranted since in most cases there would be only two or three auxiliary offices to be listed.

The interest and thoughtfulness which prompted you to submit this idea to me are indeed appreciated.

MAILED 10
JAN 24 1964
COMM-FBI

Sincerely yours,
J. Edgar Hoover

2 - SAC, New York
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

ML:mlf
(6) (Suggestion #517-64 dated 1/22/64)

NOTE: Suggests an alphabetical listing of all field offices, with a block next to each for listing respective file numbers, be preprinted on the inner side of file covers.

JAN 31 1964

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

SEE PAGE TWO

NOTE CONTINUED

This idea has been considered numerous times in past and not adopted. Executive Conference of 9/24/53 recommended against printing file covers on both sides since it was felt these covers were producing maximum efficiency and no attempt should be made to print in this fashion. Field offices are permitted to place auxiliary office file numbers on inside of file covers in longhand at present time. Cost would be increased and complete list not needed since usually only a few auxiliary offices involved; hence, a complete listing of all offices is unnecessary. Each time a field office is opened or closed the supply of covers on hand would be outdated. Training Division recommends current suggestion not be adopted.

Employee Suggestion
FD-252 (11-14-55)

#517-64

Date: 1-22-64

To: Director, FBI

From: SA [redacted]

Employee assigned to (Division): NEW YORK

b6
b7C

SUGGESTION

It is suggested that the inner side of file covers (FD-245) contain the alphabetical listing of all field offices with a block next to each so that the respective file number of that office might be entered when it becomes available in a particular case.

O

Files

EXECUTED 96 JAN-23-1964

Current practice or rule (Include manual citation as well as facts)

Current practice permits entering the office name and file number on the blank space now existing.

Advantages of suggestion

In complicated cases involving numerous field offices and involving one or more title changes in the same case, the attention of the assigned or reviewing SA would be directed to the fact that a particular office had already conducted investigation in that matter and the possibility of an incorrect file number designation or even its absence would be considerably diminished.

The advantage of the printed alphabetical listing over the current practice lies in the accuracy of its alphabetical listing as compared to insertion of the names and numbers as they become available.

34

Disadvantages of suggestion

Field offices might become eliminated or added. The providing of additional blank lines for such occurrences would offset this apparent disadvantage.

EX-115 REC-14 66-2319-151

Annual Savings (Show basis for estimate)

The suggestion does not lend itself to a financial analysis.

29 JAN 28 1964

(The use by the United States of my suggestion shall not form the basis for any claim which I may assert against the United States)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] or S.A.

Recommendations and comments of Division Head: It is believed any cost for implementing this suggestion would outweigh the need. Current practice of entering name of office and file number, in cases where this information is desired, is believed to be sufficient.

Signature and Title: SAC

REC- 66-2319-152

February 13, 1964

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for your suggestion concerning a method for verifying the accuracy of designations relating to the disposition of certain serials. After careful consideration, it has been decided that your idea should not be adopted since it is believed our present system of correcting these items as they are encountered in connection with a current file search is more practical.

I appreciate your thoughtfulness in giving me the benefit of your observations in this matter.

Sincerely yours,

J. Edgar Hoover

MAILED 11
FEB 13 1964
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of [redacted]
JER:mlf
(5) (Suggestion #583-64 dated 2/5/64)

NOTE: Proposes a procedure to review files and serials to pick up files and serials marked "Destroyed," "Not Used," etc., and furnishing them to Consolidation Unit for appropriate action.

Files and Communications Division opposed adoption. They noted suggestion refers to practice in Records Branch some 15 years ago

SEE PAGE TWO

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

FEB 13 3 14 PM '64
REC'D-READING ROOM
FBI

b6
b7C

NOTE CONTINUED

when files and serials to be changed were merely marked as suggester mentions but new file number not indicated. Under present system, new file number is shown each time a change is made. Suggester would arbitrarily review files and serials to pick up and correct those which were changed under previous system. These are being corrected now as encountered during current file searches and the Division feels, and Training Division agrees, this procedure is more practical than suggested project.

Employee Suggestion
FD-252 (Rev. 9-11-59)

[redacted] [redacted]

#58364

Date: 2-5-64

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: FILES & COMMUNICATIONS

b6 b7C

SUGGESTION

Suggest that during file by file and serial by serial checks employee note file and mail marked "Destroyed", "Killed", or "Not Used" and forward list to Consolidation to be handled.

To Consolidation Unit to make up new file backs stating "Change To" giving new file number. If no new file number or "Change To" is given, a notation can be put on the orginal file back "Verified by Consolidation" giving date when handled.

O Files

Current practice or rule (Include manual citation as well as facts)

File Review returns such references to Name Searching to be checked. If verified by Name Searching, file number is checked (con't)

Advantages of suggestion and annual savings (include basis for estimate)

1. ~~Elimate~~ Eliminate various processes in current use.

2. Reduce time in handling of references to be reviewed.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for within two years after submission.)

☐ Mr. ☐ Mrs. ☑ Miss [redacted]

File Clerk S 5

Recommendations and comments of Division Head

Unfavorable. (See comments on page 3)

EWM:ler
(6)

REC- 23 66-2319-152 Short, SA

Signature and Title

(Do not write in this space - for Bureau use only)

EX FILE 14 1964

Two-Cys

CURRENT PRACTICE (con't)

in Numbering Unit. If abstracts states file number is canceled the reference is then sent to Consolidation. If Abstract states "Change To" and new file number is given, this file number is reviewed and a slip is sent to Consolidation giving subject and file number and requesting that card be changed in General Index.

Suggestion [redacted] to Director, FBI b6 b7C
Files and Communications Division

COMMENTS: 2-10-64

This suggestion refers to a practice in the Records Branch some 15 years ago when files and serials which were being changed were merely marked "canceled" or "not used" and the new file number not indicated. Present procedures call for the new file number to be reflected in each case where a change is made in either file or serial. The old "canceled" and "not used" files and serials are being corrected under file review procedures as those file references concerned become the subject of a current file search. It is felt that this procedure is adequate to accomplish the purpose. Nothing would be gained by arbitrarily reviewing all files and all serials to pick out the "canceled" and "not used" numbers and effect the appropriate change. Many of these "canceled" or "not used" numbers may never be the object of a review or a search in the future.

March 18, 1964

PERSONAL

REC 29

66-2319-153

EX-103

[redacted]
Federal Bureau of Investigation
Seattle, Washington

b6
b7C

Dear [redacted]

I have received your suggestion concerning the administration of files at the Seat of Government. As a matter of possible interest to you, we already have a program in effect which anticipates the problems mentioned in your proposal and which we feel is more efficient.

Although your idea was not adopted in this instance, I appreciate your thoughtfulness and interest in submitting it to me.

Sincerely yours,

J. Edgar Hoover

MAILED 19
MAR 18 1964
COMM-FBI

2 - SAC, Seattle
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of SA [redacted]
JER:mlf
(6) (Suggestion #701-64 dated 3/9/64)

NOTE: Suggests subject's birth date be placed on file jacket concerning single subject at SOG. When subject reached arbitrary age (70-85) and there was no recent activity, file be destroyed.

SAC Milnes of Seattle Office opposed adoption since he felt files of individuals under these circumstances are already

SEE PAGE TWO

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE CONTINUED

destroyed in the normal course of our destruction program without the need to add this extra notation.

Training Division agrees. Matter was discussed with Files and Communications Division which advised present system at SOG already envisions difficulties mentioned by suggester and is more efficient. We work from dates and index cards in determining if both files and index cards should be purged. This is more practical and obviates the necessity of any notations on file jackets such as suggester has in mind.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#701-64

Date: March 9, 1964

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | Seattle |

b6
b7C

SUGGESTION

Files at S.O.G. - Suggest list subject's birth date on outside of file jacket, when case deals with one subject. Transfer to top serial if consolidated. When subject reaches arbitrary age (70 to 85) and no recent activity, destroy the file. The subject is either dead or no longer a problem to us. His fingerprint card is still available for the few exceptions that occur. I also believe no purpose is served in reproducing such a file on film. The practice of destroying records in the Field at twenty, ten, five, and three years would make the above suggestion of no value in the Field.

File

FBI RECEIVED MAR 11 33 MAR 16 1964

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

Should save us some space and the cost of reproducing such files on film.

Disadvantages of suggestion

Would require going through files once each one, two, or three years to locate those records that may be destroyed.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered adopted within two years after submission.)

[XX] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head My recommendation is unfavorable. It would appear to me that files of individuals of this vintage would be destroyed before they reach this age in the normal course of our current destruction program. To add this additional reason for destruction seems to me to be a greater administrative burden than the benefits that might accrue would be worth.

Signature and Title SAC

(Do not write in this space - for Bureau use only)

66-3219-153

REC 29

EX-103

EXEC

JM REC 5 46-2319-154

April 8, 1964

PERSONAL

APR 8 3 01 PM '64
RECD-READING ROOM
FBI

b6
b7C

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that it no longer be required to list serials removed from files and that Form 4-94 be revised accordingly. After careful consideration, it has been decided that the present system is the better means of accounting for all serials taken from any file.

Although your idea was not adopted in this instance, I want to thank you for your interest in submitting it.

Sincerely yours,

J. Edgar Hoover

MAILED 8
APR 8 - 1964
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of [redacted]
JER:mlf
(5) (Suggestion #763-64 dated 4/2/64)
NOTE: Suggests listing of serials removed from files be eliminated and Form 4-94 (Obsolete Serial Removal Form) be revised accordingly.

Files and Communications opposed adoption since all serials removed from files should be accounted for. Under proposed system it might be assumed that any serial not in file had been destroyed which is not always the case.

Training Division agrees that itemized charge-out of serials removed from files is most practical means of accounting for them.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

12 APR 2 01964

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#763-64

Date
APRIL 2, 1964

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
FILES AND COMMUNICATIONS

b6
b7C

SUGGESTION

That the listing of serials be eliminated and this (form 4-94 be revised to read "All serials removed from this file have been destroyed in accordance with authority contained in"
(See attached present form and suggested revision.)

Files

Current practice or rule (include manual citation as well as facts)

Serial numbers are listed individually or in scopes, as necessary. (Individual serials purged are checked off the tab card in Numbering Unit).

Advantages of suggestion and annual savings (include basis for estimate)

Will eliminate a time consuming procedure now used.

Suggester has no basis for estimated savings.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-18-82 BY SP4 ELW/cal

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered ... ion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Mi... ...ester

File Clerk

Recommendations and comments of Division Head

REC 5 66-2319-154

Unfavorable. See comments attached page.

JPB:bpr
(5)

XEROX

APR 10 1964

6 APR 9 1964

Signature and Title

(Do not write in this space - for Bureau use only)

2 ENCL

Two-Ser

UNRECORDED COPY FILED IN 66-2319-1

X-mas - 1 copy 12-9-64

Employee Suggestion
Submitted by: [redacted] b6 b7C

COMMENTS:

It is felt that serials removed from file should be accounted for. This suggestion would automatically give the impression that any serial not in file had been destroyed whereas this may not be the case. The accuracy in accounting for serials is well worth the time consumed in the current practice.

ST
4/4

4-94 (Rev. 1-26-61)

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

*1 thru 19*
*21, 24, 27, 28,*
*31 thru 45*
*48 thru 53*
*56, 58, 61, 62,*
*65 thru 74*

66-2319 — 154

ENCLOSURE

Present Form

b6
b7C

Encl to suggestion submitted by [redacted] 4-2-64

ALL SERIALS REMOVED FROM THIS FILE HAVE
BEEN DESTROYED IN ACCORDANCE WITH AUTHORITY
IN

Suggested Revision

Encl to suggestion submitted by [redacted] 4-2-64

ENCLOSURE 66-2319-154

b6
b7C

SAC, Cincinnati

July 8, 1964

REC- 22 62-3319-155

Director, FBI

PERSONAL

CLOSED FILES
SUGGESTION

Reference is made to the suggestion which you submitted dated July 2, 1964, that the mandatory provisions now in effect regarding preparation of file ends for closed files which are maintained on open shelves be eliminated.

This procedure was carefully evaluated at the time it was placed into effect; however, due to your suggestion, it is being considered again by the appropriate division. You will be advised if a change is deemed necessary at this time. The interest which prompted you to submit your observations on this matter is appreciated.

1 - Personnel file of SAC Edmund D. Mason
ML:kap
(5) (Suggestion #20-65 dated 7/2/64)

NOTE: Suggests elimination of the mandatory provisions of preparing file ends for closed files on open shelves, as stipulated in SAC Letter 63-33 dated 7/9/63.

Referred to the Inspection Division for views and recommendations. Also, suggestion being considered by Training Division.

MAILED 5
JUL - 8 1964
COMM-FBI

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

R-59

MAIL ROOM ☑ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

#20-65

Date
7/2/64

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | E. D. MASON, SAC | Cincinnati |

SUGGESTION

Eliminate the mandatory provisions of preparing file ends for closed files on open shelves, as stipulated in SAC Letter #63-33 dated 7/9/63.

O
Files

EXP. PROC.

38 JUL 6 1964

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

It costs money and takes employee time, under salary, to prepare the file ends. As files are destroyed the file ends no longer fit. File ends made for a volume of a particular size are not adjustable when the volume is made smaller through destruction. Few field offices have artists available to make the attractive lettering on the file ends. There are ample ways of quickly and effectively identifying files without the need for the mandatory provisions stipulated.

Unable to calculate savings.

REC- 22 66-2319-155

31

Disadvantages of suggestion

None.

ST-117

16 JUL 6 1964

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss E. D. MASON, SAC
Signature and Title of Suggester

Recommendations and comments of Division Head

Signature and Title

(Do not write in this space - for Bureau use only)

Ltr to SAC, Cincinnati
MC:kap, 7/15/64

KEEP TWO

2 xerox copies 7-8-64

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 7/16/64

FROM : J. J. Casper

SUBJECT: FILES
SUGGESTION #20-65, SUBMITTED BY
SAC EDMUND D. MASON, CINCINNATI

SUGGESTION: That the mandatory provisions regarding the preparation of file ends for closed files maintained on open shelves as set forth in SAC Letter 63-33 be eliminated.

PRESENT PROCEDURE: Above-mentioned SAC Letter set forth a method to be followed by those field offices having open-shelf filing for closed, consolidated files. File ends are to be made of the desired width, and placed over the Acco fastener as the first and last item on the fastener to create a durable end for each file. The beginning and ending file numbers in the consolidated volume are then placed on the file end in permanent black ink. This letter left it to the discretion of the SAC whether this system was placed into effect as new consolidated volumes were prepared or whether conversion would be placed on a project basis.

ADVANTAGES: Suggester states it costs money and takes employee time, under salary, to prepare the file ends. As files are destroyed the file ends no longer fit. File ends made for a volume of a particular size are not adjustable when the volume is made smaller through destruction. Few field offices have artists available to make the attractive lettering on the file ends. There are ample ways of quickly and effectively identifying files without the need for the mandatory provisions stipulated.

OBSERVATIONS: The Inspection Division advised it does involve considerable time to prepare these file ends and, of course, it depends upon the person preparing the lettering whether it is done in a neat fashion or not. There are several other methods which could be used to accomplish the same thing but taken on an over-all basis the present one is workable and should be retained for the sake of uniformity in the field. There was no objection, however, to the use of labels or other method of putting the numbers on the file ends if so desired.

REC-21 66-2319-156

The Training Division feels suggestion should not be adopted. This method for preparing file ends was adopted as a result of a former suggestion and seems to be working satisfactorily in other offices. At the time this matter was under consideration,

MML:mlf
(2)
Enclosure

JUL 21 1964

25 JUL 20 1964

SEE PAGE TWO

64 JUL 29 1964

UNRECORDED COPY FILED IN

Memo Casper to Mohr
Re: Files
Suggestion #20-64, Submitted by
SAC Edmund D. Mason, Cincinnati

a representative from a commercial firm was consulted since they manufacture such file ends. It was determined to buy the finished product had disadvantages such as additional cost and the fact that they had only one or two positions for adjusting should the contents of the file become larger or smaller; therefore, it was decided these file ends could be made in the field office from file backs as time permitted. They must use the file end method but there would be no objection to use of other methods for placing file numbers on file ends.

RECOMMENDATIONS: 1 - That the suggestion not be adopted. Proposal was acknowledged by prior letter.

2 - That the attached letter be forwarded to SAC Mason for his guidance in this matter.

SAC, Cincinnati

July 17, 1964

Director, FBI (66-2319)

PERSONAL

CLOSED FILES
SUGGESTION

Files

Reference is made to your suggestion dated 7/2/64 and Bulet acknowledging its receipt dated 7/8/64 regarding the use of file ends with closed, consolidated files maintained on open shelves.

After careful evaluation, it has been decided the mandatory provisions set forth in SAC Letter 63-33 should remain in effect to provide for uniformity in all field offices. There would be no objection to the use of labels or any other method, which might prove more beneficial in putting the file numbers on these file ends. You should, therefore, proceed without further delay to carry out the instructions issued in the above-mentioned SAC Letter.

1/- Personnel file of SAC Edmund D. Mason
ML:mlf
(5) (Suggestion #20-65)
NOTE: Based on memorandum Casper to Mohr, 7/16/64, ML:mlf, re: Files, Suggestion #20-64, Submitted by SAC Edmund D. Mason, Cincinnati.

REC-22 66-2319-157

EX-110

25 JUL 20 1964

MAILED 5
JUL 17 1964
COMM-FBI

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

R-59
66 AUG 3 1964

MAIL ROOM ☑ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 7-20-64

FROM : F. W. Waikart

SUBJECT: STORAGE PERSONNEL FILE
SURVEY BY DIEBOLD INCORPORATED

b6
b7C

[redacted] Branch Manager, Federal Government Division, Diebold Incorporated and an associate [redacted] called on the writer 7-17-64 and proposed that they conduct a survey without any cost whatever to the Bureau on improved storage of personnel files utilizing mechanized equipment of Diebold Incorporated.

These gentlemen mentioned that numerous installations have been made in the personnel files of other Government agencies with uniformily excellent results and they are confident that through the utilization of their mechanized equipment greatly improved file storage and handling will result. It will be necessary for one of these gentlemen, [redacted] to make a further survey as to the extent of file holdings in personnel files in order to submit practical recommendations. A check of our records on [redacted] and [redacted] is negative.

ACTION:

Unless advised to the contrary, information concerning our file capacity and volume along with related data will be furnished [redacted] of Diebold Incorporated in order that they may furnish without cost to the Bureau an estimate on mechanizing all or part of our personnel files. A brochure on the Diebold equipment to be utilized is attached.

Enclosure

FWW:bpr
(3)

ENCLOSURE ATTACHED

REC 45 66-2319-158

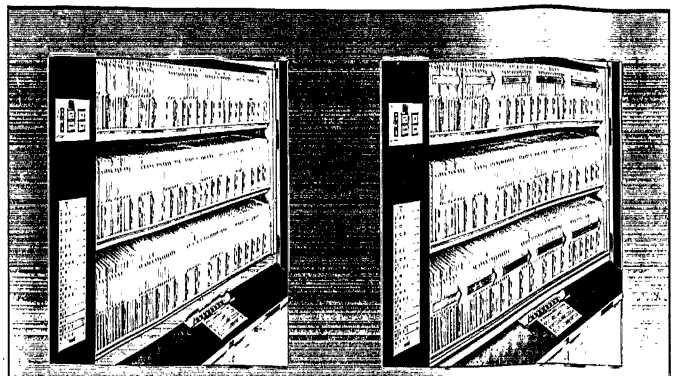
EX 110

SEP 3 1964

AUG 31 1964

# TOTAL OPERATOR SAFETY

*TWIN MECHANICAL & ELECTRONIC SYSTEMS SAFEGUARD PERSONNEL & EQUIPMENT*



### EXCLUSIVE SAFETY-GUARD PANEL

An extra margin of operator protection is provided by the full-width safety-guard panel, a Diebold exclusive, that extends across the reference area at the immediate rear of the posting shelf. The slightest pressure from any angle on this flexible panel stops file rotation at once. Panel also serves to keep miscellaneous objects out of file.

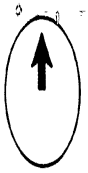
### TRI-TRONIC ELECTRIC EYE SYSTEM

In Diebold Power Files, a Tri-Tronic electric eye system provides full-time protection for operator when file is in use. This system instantly stops file rotation when the beam flowing from one side of the access area to the other is broken. Should operator's hand extend into access area when file is in operation, for example, the electric eye system would immediately stop the file.




### "FAIL-SAFE" CIRCUIT

Diebold Power Files embody 'Fail-Safe' electrical circuitry. This system means that should any safety feature or any other component of the electrical system fail to function, the entire file becomes inoperative. Consequently, it is impossible to operate the file unless all safety features are in operation.



### LOW VOLTAGE CIRCUITS

The entire control and safety circuits of Diebold Power Files are 24 volt by design. These exclusive low voltage systems are important additional safety factors; they assure long file life, since low voltages put lighter loads on circuits and electrical components.




### CIRCUIT BREAKER

A heavy duty circuit breaker maintains continuous monitoring action during file operation. Should overloads occur, circuit breaker immediately stops file operation, protects entire file mechanism from possible damage.

**DIEBOLD**

INCORPORATED

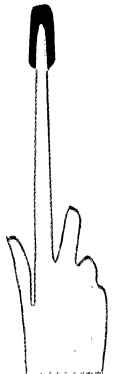
CANTON 2, OHIO

Manufacturer reserves the right to make changes without notice, in design, specifications and models.



### KEY LOCKING DOOR

Diebold Power Files are available with a key-locking cover to prevent unauthorized access to records and keep the file's contents clean. When file is to be operated, the steel cover glides upward and out of sight.

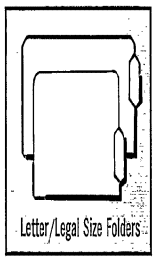


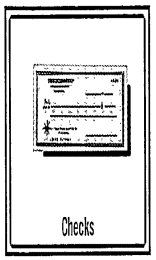
FILE NO. 34-5

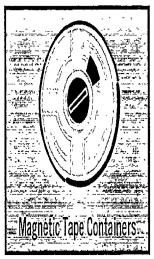
LITHO IN U.S.A.

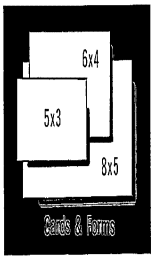
# DIEBOLD POWER FILES

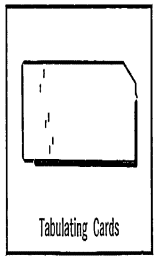
## *REDUCE THE HIGH COST OF HANDLING*

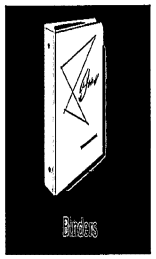


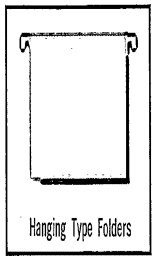



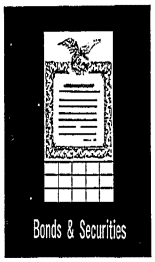



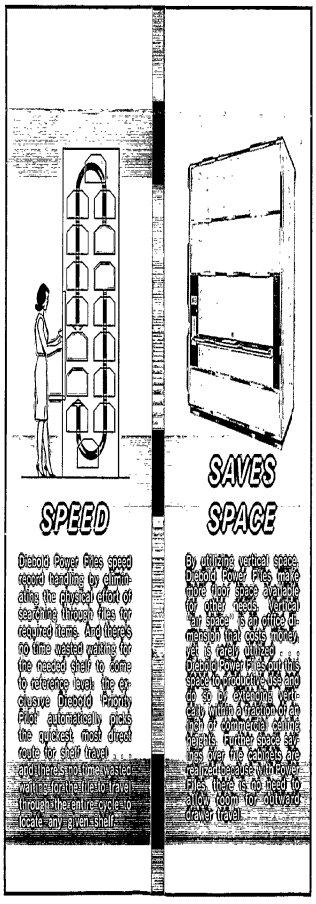



# DIEBOLD POWER FILE

## *OFFERS THESE BUILT-IN BENEFITS*

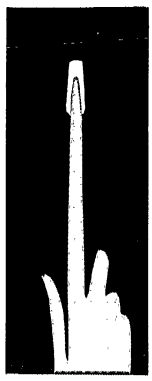


### SPEED

Diebold Power Files speed record handling by eliminating the physical effort of searching through files for required items. And there's no time wasted waiting for the needed shelf to come to reference level. The exclusive Diebold Priority Pilot automatically plans the quickest, most direct route for shelf travel.

### SAVES SPACE

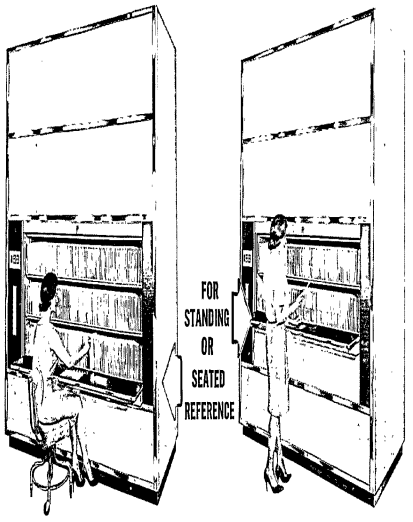
By utilizing vertical space, Diebold Power Files make more floor space available for other uses. Yet, for "air space" is an office dimension that costs money, yet is rarely utilized . . . Diebold Power Files put this space to productive use and do so by exploiting vertically within a fraction of the cost of commercial ceiling systems. Further space savings over the cabinets are realized because with Power Files, there is no need to allow room for outward cabinet travel.



Push a button . . . there's our record! That's the short story of Diebold Power File speed and convenience. No drawers to tug open or shove closed . . . no walking from one file cabinet to another . . . no reaching up or stooping down to find what's needed. And because Diebold Power Files save time and energy, personnel are able to get much more done in less time. They feel better and work better!

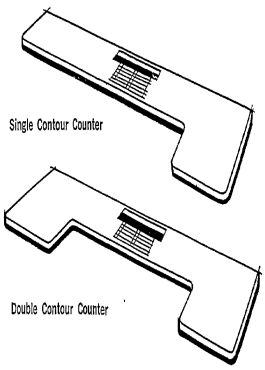
# BI-LEVEL POWER COUNTER

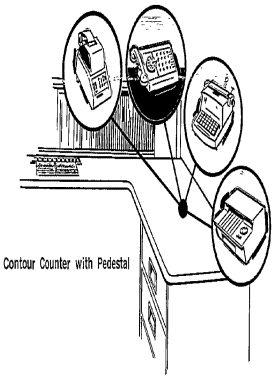
The electrically-operated Power Counter equips Diebold Power Files with immediate adaptability for seated or standing reference: at the flick of a switch, the counter is moved upward or downward to the desired position, providing eye-level reference when seated or standing. Counter control switch is located within main control panel on front of file.




Diebold Power Files offer a wide range of counter options, including types engineered for specific applications. For specific applications, Power File counters can be designed as work stations with drawer pedestals and equipped for telephone services of many types.

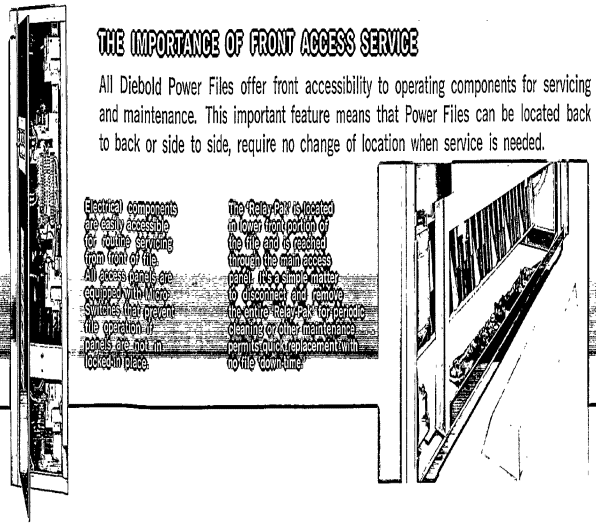
Provision is also made for typewriters, adding machines, reader-printers or for copying machines. It's primarily a question of your deciding on counter function, and Diebold will engineer the counter accordingly.




## THE IMPORTANCE OF FRONT ACCESS SERVICE

All Diebold Power Files offer front accessibility to operating components for servicing and maintenance. This important feature means that Power Files can be located back to back or side to side, require no change of location when service is needed.



OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

# Memorandum

TO : DIRECTOR, FBI

DATE: 9/ 8/64

FROM : SAC, SAN FRANCISCO (66-1696)

SUBJECT: FILING SYSTEM -
OPEN-SHELF FILING

Re SAC Let 63-33 dated 7/9/63.

The Closed File Section of the San Francisco Office consists of approximately 425,000 files. Prior to moving to the new space on 5/1/64, the closed files in San Francisco were on several floors, some in ordinary filing cabinets and some on open shelves. In connection with the move to the new space, all closed files were placed on open shelves. Prior to the move it was not feasible to institute the system of placing the file ends on closed files when the files were consolidated, for three reasons, (1) the fact that the files were both in file cabinets and on open shelves, (2) because, as the Bureau is aware, San Francisco has had a shortage of clerical personnel and individual desirable but unnecessary projects have been set aside until personnel is available, and (3) the closed files in the San Francisco Office which are maintained on open shelves are maintained with the open end of the file in an outward manner, in contrast to some offices which maintain the files with the closed ends out.

As the Bureau is aware, I was SAC at Dallas at the time the suggestion described in relet was sent to the Bureau. I instituted the system there after trying it for several weeks and I fully endorsed the system. However, the system presupposes the personnel have the time for the project. Upon my arrival in San Francisco I checked into this matter and found that since the thousands of files in the closed section were maintained with the open end out and it would be a tremendous time-consuming project to change them, plus the fact that personnel was not available, the project was not instituted. Also, an important factor was the fact that the move to the new space was contemplated and delayed for months and months until the move was finally consummated on 5/1/64, when all closed files were placed on open shelves.

In view of the volume of files in San Francisco, this would be a tremendous project. Referenced SAC Letter states that the project would be left to the discretion of the SAC as to whether it should be placed into effect as the consolidated volumes of files are prepared or whether the conversion to the system should be set up on a project basis.

2 - Bureau
2 - San Francisco
COL:mlo
(4)

66-3317-159

REC-21

EX-108

61 SEP 18 1964

SEP 14 1964

SF 66-1696
COL:hko

In carefully analyzing the number of manpower hours required to institute this project in the San Francisco Office, it does not appear desirable from an over-all efficiency standpoint of Bureau operations, since the project would not increase efficiency of the office but would only make the closed files section more presentable from an appearance standpoint.

We have estimated that it would take approximately 1627 hours, or approximately 3/4 year, for one employee on an eight-hour day to complete this project. I do not think in an office of this size, where the closed files are all in one section, that it would be feasible or desirable to put the system into effect for only a portion of the files, but if it is instituted it should be instituted for all of the closed files.

In view of the tremendous amount of time and obvious manpower required to place this system into effect, and since we have had a continuous shortage of personnel due to the high wages offered in private industry in San Francisco, I do not feel that it would be to the best interests of the Bureau to institute this system in the San Francisco Office.

UACB, the project will not be instituted, in view of the reasons outlined above.

b6
b7C

ADDENDUM
INSPECTOR [redacted]
AT SAN FRANCISCO
(9/8/64):

The Inspection Staff has looked into the foregoing matter and has determined that the findings of the SAC are factual and the time to complete this project is estimated as close as possible. The closed files section in this office makes an over-all favorable appearance as it stands and the institution and completion of the project set forth above would not materially enhance the appearance of the closed files, would not increase the efficiency of operations in the closed files and, from an economic standpoint, does not appear to have any real beneficial advantages. In view of this, the Inspection Staff agrees with the recommendation of the SAC that the San Francisco Office not be compelled to institute and complete this project in its closed files.

Matter discussed with Messrs Bolen and Cooper who agree with comments and recommendations of SAC San Francisco + Inspector Hart. 9/14/64 JKR No further action necessary.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 ELW

September 23, 1964

PERSONAL

REC-67 61-7219-160
EX-103
SEP 23 2 41 PM '64
FBI
REC'D-READING ROOM
b6
b7C
62-109396-

[redacted]

Federal Bureau of Investigation
Birmingham, Alabama

Dear [redacted]

I have received your suggestion concerning a method for use in the disposition of files in certain classifications. You may be interested to know that current instructions provide for keeping a list of files which are removed when twenty years old, if of no value; therefore, there appears to be no reason to maintain the file fronts in the 66-0 classification since they fall in this category.

The interest which prompted you to give me the benefit of your observations on this matter is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 5
SEP 9 1964
COMM-FBI

2 - Birmingham
1 - Field personnel file
1 - Suggestion file

1 XEROX
SEP 25 1964

Files in the 66-0 classification are retained for twenty years and then a list is maintained regarding disposition of those considered to be of no further value. Bureau is interpreting "other administrative-type files" to be those maintained in other 66 classifications; such as, inventory, photographic equipment, et cetera. These files are to be destroyed, if of no value, at certain periods and there is no requirement to keep a record of their destruction provided all file numbers are accounted for. If file numbers are not accounted for, file front should be retained and placed in numerical sequence in the closed files section.

1 - Personnel file of [redacted]

ML:jmn
(6) (Suggestion #210-65 dated 9/14/64)

SEE PAGE TWO

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

23 SEP

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE: Suggests only the file front of the last destroyed volume of a closed 66 classification and other administrative-type files be maintained with wording to effect, "This and all prior volumes destroyed on (date) as over (number of years) old."

Due to the views expressed in the note to the SAC regarding this matter, the Training Division recommends suggestion not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#210-65

Date: September 14, 1964

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Birmingham

b6 b7C

SUGGESTION

Only the file front of the last destroyed volume of a closed 66 Classification and other administrative type files be maintained with wording to effect, "This and all prior volumes destroyed on (date) as over (number of years) old."

Current practice or rule (Include manual citation as well as facts)

MRR, Part II, Sec.3, Para 8, "When files are destroyed, retain file fronts, writing thereon reason for destruction." Exampled by fact Birmingham Office currently has 7 file fronts of destroyed 66-0 volumes.

Advantages of suggestion and annual savings (include basis for estimate)

Save space and eliminate numerous file fronts from closed files section thereby making it easier to locate files.

Unable to estimate savings.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8-19-82 BY SP4 ELW/cal

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester: Security Patrol Clerk

Recommendations and comments of Division Head

REC-67 66-2319-160

This suggestion appears to have considerable merit, and it is recommended that it be given favorable consideration.

Everett J. Ingram SEP 21 1964

EVERETT J. INGRAM Signature and Title SAC

(Do not write in this space - for Bureau use only)

1 XEROX

SEP 23 1964

66-32-96

EXP-PROC

SEP 21 1964

REC-1 62-2319-161

EX-102

October 7, 1964

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Kansas City, Missouri

Dear [redacted]

Thank you very much for the suggestion concerning a method for indicating certain action which has been taken regarding a person or property mentioned in a file. You may be interested to know that similar proposals have been considered previously and not adopted because of disadvantages involved. A case may be closed even though these notices remain outstanding; therefore, reliance would have to be placed on the index.

The interest you displayed in submitting your idea is indeed appreciated.

MAILED 2
OCT 7 1964
COMM-FBI

Sincerely yours,

J. Edgar Hoover

OCT 7 4 03 PM '64
FBI
REC'D-READING ROOM

2 - Kansas City
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted]
ML:jmn
(6) (Suggestion #259-65 dated 10/1/64)

NOTE: Suggests files wherein a stop notice has been placed against a person or property be flagged by printing the word "STOP" accompanied by the serial number of the communication in which the stop was requested on file front in large letters. Stop could be removed by supervisor, agent, or employee handling case without duplication of effort at time communication closing, or RUCing case is received. When stop is removed, word "STOP" and other information would be deleted from file front.

SEE PAGE TWO

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

edm

NOTE CONTINUED

Similar ideas considered numerous times in past and not adopted. It was felt no advantages exist since stop card index and bulky exhibit inventories now used are more practical. Such notations duplicate stop cards in stop card index and information on bulky exhibit green sheets. Errors could also result from failure to enter or remove items as appropriate. In event file cover damaged, it would be necessary to transfer data from old one to new with more work and chance of error involved. Employees should review file in any case and not rely on presence or absence of notations. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#259-65

Date
October 1, 1964

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment
KANSAS CITY, MISSOURI

b6
b7C

SUGGESTION

It is recommended a system of flagging a file be developed in those cases where a stop notice has been placed on a person or property within a file. This could be achieved by printing the word "STOP" accompanied by the serial number of the communication in which the stop was requested on the file front in large letters. This stop could be removed by the supervisor, agent, or employee handling the case without duplication of effort at the time a communication closing, or referred upon completion to the office of origin (RUC) is received. Where a stop has been removed, the word "STOP" and other information would be deleted from the file front.

EXP. PROC.
35 OCT 6 1964

Current practice or rule (Include manual citation as well as facts)

An employee periodically checks the stop notices against the files to ascertain if a stop notice should be removed; as in accordance with MRR, II-8-4.

Advantages of suggestion and annual savings (include basis for estimate)

If adopted, this system would greatly improve the Bureau's expediency in removing stops immediately after the apprehension or recovery of property. At the present time, stops are checked quarterly and it is conceivable a stop could remain outstanding with a law enforcement agency or other governmental department for a period of ninety days or longer after it should have been removed. It is also conceivable that in voluminous cases where a stop has been placed early in the investigation and the case subsequently reassigned, the stop could be undected by the employee to whom the case was reassigned because there is no method of flagging the stop. The suggested system of handling the stops could correct any deficiency such as this, and thereby assist in improving the Bureau's prestige with other agencies. It is felt this system, if adopted,

(continued on attached page)

Disadvantages of suggestion

In closed cases quarterly checks would have to be made because many times a stop, where property is involved, remains in effect after the case is closed. Therefore, clerical time would still be required for the quarterly checks.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] ion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] Clerk
ster

Recommendations and comments of Division Head

Review of the suggestion set forth above indicates it has merit and its adoption is recommended.

H. A. FITZGIBBON
Signature and Title SAC

(Do not write in this space - for Bureau use only)

REC. 166-2319-161

[redacted]

Advantages of suggestion and annual savings - continued:

would also eliminate part of the clerical time now being utilized in the quarterly checks of stop notices. The quarterly checks should still be conducted as a means of double checking the stops in order to further eliminate the possibility of error.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 9-24-64

FROM : L. E. Short

SUBJECT: FORM 4-94

Form 4-94 is used in Consolidation Unit. It is placed in a file when serials have been removed and destroyed. With a few additions, this form can be adopted for use in Personnel Records Unit where authority has been given to purge certain material from the out-of-service files. Therefore, it is requested that "Subject," "File No.," "Date," and "Initials" be added to current form per attached sample.

A copy of the current form and a requisition for a supply of the revised form are also attached.

RECOMMENDATION:

That this memorandum with attachments be forwarded to the Forms Management Desk, Training Division, for appropriate action.

RVM:bpr
(3)

Enclosures

Revision of 4-94 noted in Div 10 Forms Book. 9/25/64 dc

UNRECORDED COPY FILED IN 66-2319-162

B-110

REC-47 66-2319-162

EX-103

16 OCT 14 1964

XEROX

OCT 15 1964

OCT 21 1964

4-94 (Rev. 1-26-61)

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN

CURRENT 4-94

XEROX
OCT 15 1964

ENCLOSURE 66-2319-162

4-94 (Rev. ~~1-26-61~~ 9-24-64)

SUBJECT _____ FILE NO. _____

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

DATE _____

INITIALS _____

1 XEROX
OCT 15 1964

PROPOSED REVISED 4-94

ENCLOSURE 66-2319-162

4-94 (Rev. 9-24-64)

SUBJECT _____ FILE NO. _____

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

DATE _____

INITIALS _____

Filed with 9-24-64 memo ok

PRINTED REVISED 4-94

1 XEROX
Oct 15 1964

ENCLOSURE 66-2319-162 X2

October 14, 1964

PERSONAL

REC-22 1-6 2317-163

46

EX-108

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that a particular procedure be placed into effect with regard to handling requests for files. You may be interested to know the proposed system has been tried in the past and discontinued because it was found that our present method affords better service.

The thoughtfulness you displayed in giving me the benefit of your observations on this matter is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Sullivan

1 - Personnel file of [redacted]

ML:jmn

(5) (Suggestion #290-65 dated 10/6/64)

NOTE: Suggests when a file is requested and it is known that the file is on its way back to the Filing Unit a stop or flag be placed in the file folder to alert employees to immediately recharge the file to the person requesting it.

Domestic Intelligence Division advised proposed system used in past and abolished because it was found present system affords faster service to locates. Inspection Division has compared two methods on several occasions and concluded present

SEE PAGE TWO

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

OCT 22 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

MAILED 25
OCT 14 1964
COMM-FBI

OCT 14 5 10 PM '64
REC'D-READING ROOM
FBI

b6
b7C

NOTE CONTINUED

system should be continued. Disadvantages noted: (1) locate clerks have to be notified file has been found; (2) when file is found before it reaches its cabinet extra step of physically removing the stop necessary; (3) large space occupied by the files dictates that groups of files be handled as separate units and proposed system would require a central control desk which would mean adding personnel; and, (4) there would be tendency for locate clerks not to go all out in their searches of return tables and other temporary repositories for files as they would normally conclude file would reach its jacket within an hour or so anyway and be on its way to the requester within a reasonable length of time without any effort on their part. Training Division agrees and recommends suggestion not be adopted.

Employee-Suggestion
FD-252 (Rev. 9-11-59)

#290-65

Date
October 6, 1964

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Domestic Intelligence

b6
b7C

SUGGESTION

When a file requested is not in the Filing Unit but is known to be returning to it, a stop or flag be placed in the space usually occupied by that file. Upon its return, the file may be immediately charged out and routed to the requesting person.

O. Filing

Current practice or rule (Include manual citation as well as facts)
The supervisor or his clerk is notified by phone when a file he has requested is already charged out. The file can be placed on locate or a second request may be made after waiting a period of time.

Advantages of suggestion and annual savings (include basis for estimate)
The difficulty in judging when the file will reach the Filing Unit usually results in a number of telephone calls and trips to the file cabinet by Filing Unit personnel. In addition, the file may be returned to the Filing Unit and be charged out prior to a follow-up request by the original supervisor. If the file is put on locate the work is unnecessarily increased.

If this suggestion is adopted it will result in no known monetary savings.

Disadvantages of suggestion
None known.

REC-26 6-2317-163

EX 108

4 OCT 15 1964

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any [illegible] within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head
Do not recommend.

W. C. Sullivan 10/7/64
Signature and Title

(Do not write in this space - for Bureau use only)

Acted on
10-14-64

ADDENDUM 10-9-64 RAM:jmw
Domestic Intelligence Streamlining Committee

This involves a suggestion that a stop or flag be placed in the space normally occupied by a file when it is known that the file is returning to the File Room so that immediately upon its return the file would be charged out and routed to the person requesting it. At present the requester either asks the Filing Unit to place the file on locate or waits a period of time and resubmits the request.

The suggested system has been used in the past and was abolished because it was found the present system affords faster service to locates. The Inspection Division has compared the two methods on several occasions and has concluded each time that the present system should continue. Some disadvantages inherent in the suggested system are: (1) locate clerks have to be notified that file has been found; (2) when file is found before it reaches its cabinet the extra step of physically removing the stop necessary; (3) the large space occupied by the files dictates that groups of files be handled as separate units and suggested system would require a central control desk which would mean adding personnel; and (4) there would be tendency for locate clerks not to go all out in their searches of return tables and other temporary repositories for files as they would normally conclude that the file would reach its jacket within an hour or so anyway and be on its way to the requester within a reasonable amount of time without any effort on their part.

ACTION:

Recommend this suggestion not be adopted.

Rec'd/mw

Let of acts
10-14-64
RAM:jmw

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes

TO : Mr. Tavel

DATE: 10-23-64

FROM : L. E. Short

SUBJECT: STORAGE PERSONNEL FILE SURVEY
BY DIEBOLD INCORPORATED
Buffile 66-2319

Reference is made to Waikart to Tavel memorandum dated 7-20-64 which concerned the request of [redacted] and [redacted] to make a survey of the extent of file holdings in personnel files in order to make practical recommendations concerning the mechanization of personnel files.

[redacted] of Diebold Incorporated conducted various surveys during August and September, 1964, concerning the volume, usage, and activity of the personnel files. He has been in contact periodically with Records Branch and each time advised he needs a little more time.

On 10-21-64 [redacted] advised SA [redacted] that his surveys had shown that their equipment could not be utilized efficiently with any savings in space or time in personnel records. He stated that the files are far too active and the type of folder used prohibits the use of their equipment.

RECOMMENDATION:

No further action. For information.

JPB:jam
(3)

REC-3 66-2319-164

NOV 18 1964

744

61 NOV 13 1964

Xerox copy made - CJM: jam 10/26/64

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 11-25-64

FROM : L. E. Short

Files

SUBJECT: FILE INVENTORY - LOCATES

The results of the recharge of files conducted on 10-30-64 have been tabulated and reflected that twenty-one files and ten enclosures are unaccounted for at the present time.

As a result of the last previous recharge on 8-29-64, nineteen files and four enclosures were unaccounted for. However, nine files were found leaving a total of ten files and four enclosures on locate. From the file inventory on 10-30-64 eleven files and six enclosures were added to the list of items unaccounted for. These locates receive constant attention and every effort is being exerted to find or otherwise account for each of the thirty-one items.

RECOMMENDATION:

For information.

LWB:ler
(4)

REC-55 66-2319-165

4 NOV 30

EX-103

64 DEC 1 30 1964

January 19, 1965

PERSONAL

66-2319-166

REC-137

b6
b7C

Federal Bureau of Investigation
New York, New York

Dear

Your suggestion has been received regarding the manner in which the personnel files of individuals no longer in our employ are maintained. After careful consideration, it has been decided that the present alphabetical arrangement of these files is the most practical one to use.

Although your idea was not adopted in this instance, I appreciate the interest which prompted you to submit it.

Sincerely yours,

J. Edgar Hoover

2 - New York
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA
JER:jmn
(6) (Suggestion #586-65 dated 1/15/65)

NOTE: Suggests "Out of Service" personnel files be filed by year employee ceased duty and alphabetically within each year. Feels this will enable Seat of Government to place all such files 10 years old or more in an "inactive status" and make more space available for more recent ones which are referred to more frequently.

SAC, New York, opposed adoption because suggested system would require too much time and effort to set up and the several

SEE PAGE TWO

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

JAN 19 2 26 PM '65
FBI
REC'D-READING ROOM

NOTE CONTINUED

alphabetical groups would be no improvement over a single over-all alphabetical system.

Files and Communications and Training Divisions both oppose adoption. Present system of having all personnel files in alphabetical order is more practical and enables easier location of individual file than the several groupings proposed. Suggested system would save no space but would just result in moving some files from one place to another. Personnel file searches are conducted on basis of name and year has no initial significance except as means of distinguishing between two similar names. Length of time since cease employment date is not good criterion of number of times reference is had to file since many former employees are quite active in their subsequent careers.

Employee Suggestion
ED-252 (Rev. 9-11-59)

#586-65

Date 1/15/65

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | New York Sec. 14 |

b6 b7C

SUGGESTION

That all out of service personnel files at SOG be filed according to the year in which the employee resigned.

Subsequently, under each year files should be filed alphabetically according to the individual's last name.

Different colored name tabs should be placed on the files using a different color for each year. Each tab should also indicate the year of the employees resignation.

Each corresponding index card should indicate the year in which the employee resigned.

EXP. PROC.
35 JAN 18 1965 40

0 7 1/2

Current practice or rule (Include manual citation as well as facts) All out of service files at SOG are filed alphabetically according to persons last name. The name tabs and the file jackets of the out of service and in service files are identical except the former have "Out of Service" stamped on their file jackets.

Advantages of suggestion and annual savings (include basis for estimate) It would enable SOG to place all out of service personnel files 10 years or older in an inactive status since most employment inquiries would not concern employees who had resigned over 10 years ago. Thus, more file space would be available for the out of service files that are used the most frequently.

The efficiency of handling the files would be increased since the area to be searched for a name would consist of files for only one year. This would expedite SOG'S answers to employment inquiries.

Different colored name tabs would readily distinguish out of service files from in service files thus eliminating the possibility of misfiles.

It would facilitate purging of files on the basis of age since it would not be necessary to check all files but only those under the pertinent year.

Disadvantages of suggestion

REC-137 66-2319 166
21
JAN 18 965

Time required to change the present system.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss — Special Agent — [redacted]

Recommendations and comments of Division Head

I would think number of times any one file would be pulled would be small and creating several alphabetical groups would not be an improvement over one alphabetical group. Possibly the tabs would help, but too much time and effort involved in setting up such system. Not recommended.

Signature and title [illegible] Asst Div Atty

(Do not write in this space - for Bureau use only)

sel of cats
1-20-65
[illegible]

TWM

March 17, 1965

PERSONAL

REC'D 66-2319-167

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you very much for the suggestion concerning a method for handling file requests. You may be interested to know that similar proposals have been considered previously and not adopted. Surveys which have been conducted regarding the use of such a procedure indicate the additional amount of locate work involved is not warranted.

The thoughtfulness which prompted you to give me the benefit of your thoughts on this matter is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

REC'D-READING ROOM FBI MAR 17 10 20 AM '65

b6 b7C

RECEIVED MAR 1 1965

cc: 1 - Mr. DeLoach

1)- Personnel file of [redacted]
ML:jmn
(5) (Suggestion #751-65 dated 3/8/65)
NOTE: Based on memorandum D. C. Morrell to Mr. DeLoach, KLS:deh, 3-11-65, re: Suggestion, [redacted] Crime Records Division, Procedure to Reduce Phone Calls From Filing and Locate Units to Reviewing Agents or Clerks.

The proposed procedure has been previously explored by the Files and Communications Division (Bufile 66-818-5067). Surveys conducted at that time disclosed that 246 file requests (43%) were canceled

SEE PAGE TWO

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

143
56 MAR 24 1965

MAIL ROOM TELETYPE UNIT

NOTE CONTINUED

and 331 files were placed on locate (57%) as a result of 577 return calls. This proved that files are requested that are not necessary to be located if not in cabinet either because time element is too urgent or need for file is not great enough that it cannot be eliminated or postponed without expense of locating file. Proposed procedure, if adopted, would increase file locate work by 43%. Telephone calls under present system take relatively little time and serve purpose of immediately informing requester file is charged out and not available unless located. Other employee time would be required for steps indicated in suggestion. Training Division recommends current idea not be adopted.

[redacted] Suggestion
FD-252 (Rev. 9-11-59)

#151-65

Date
March 8, 1965

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Crime Records Division

b6
b7C

SUGGESTION

When a file reviewer (Agent or Clerical) requests files and it is determined by the filing unit that the file has already been charged out to someone else, the filing unit clerk prepare the locate form in duplicate, or as many copies as are necessary, so that one copy can automatically be sent to the reviewer along with his files. Also, at the same time, assume the reviewer wants the file located and place it on locate immediately. Further, that the locate clerk assume for at least 24 hours the reviewer still needs the file and he should continue to make every effort to locate it. X Telephone Calls Regarding Requests For Files Already Charged Out Should Be Discontinued

Current practice or rule (Include manual citation as well as facts) When the file a reviewer has requested is charged out, a locate form is prepared and subsequently the reviewer is contacted to determine if he still needs the file and wants it on locate. Oftentimes the locate

Advantages of suggestion and annual savings (include basis for estimate) clerk will follow this call up with another to the reviewer within a few hours, asking again whether the reviewer still needs the file.

By sending the carbon copy of the locate form to the reviewer with the files that were pulled or at the same time, the reviewer would immediately know how many files are outstanding and what they are instead of receiving a call and then searching through a search slip to note the ones on locate. Also, if the file were automatically placed on locate it would eliminate numerous phone calls from the filing or locate units asking if the file is needed. All the files requested (continued pg. 2)

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Mis. [redacted] (Printed Name)

Signature and Title of Suggester

Recommendations and comments of Division Head

Approved

REC-41 66-2319-1627

MAR 18 1965

Signature and Title

(Do not write in this space - for Bureau use only)

Ltr to Clerk
M.L. Yates
3-10-65

memo Mavel C. to Belmont
K.L. Sidah
3-11-65

TWO

Advantages continued:

are needed in almost every instance as the reviewer has no way of knowing what a reference contains without seeing it. In the Crime Research Section particularly, as many as 50 to 100 summaries, involving 1 to hundreds of references on each summary, may be under preparation at one time in one project. Oftentimes these summaries are being handled on an expedite basis for the Director or the White House, and the numerous initial phone calls received, in addition to the follow-up calls from the locate clerks a few hours later result in considerable delay. Under the present system, should the reviewer be away from his desk for a short time, delay results in locating a charged out file because the file is not placed on locate until the reviewer can be contacted.

While actual monetary savings are not possible to estimate, it is felt this procedure would considerably speed up the handling of summaries without any extra time involved in the . Files and Communications Division.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. DeLoach

DATE: 3-11-65

FROM : D. C. Morrell

SUBJECT: SUGGESTION

b6
b7C

CRIME RECORDS DIVISION
PROCEDURE TO REDUCE PHONE CALLS FROM FILING AND LOCATE UNITS TO REVIEWING AGENTS OR CLERKS
#951-65

has proposed that the filing unit clerk prepare the file locate form in duplicate, or as many copies as are necessary, so that one copy can automatically be sent to the reviewer along with the files. Also, at the same time, assume that the reviewer wants the files located and place them on locate immediately and, in addition, the locate clerk assume for at least 24 hours that the reviewer still needs the files.

Under the present system, when the file a reviewer has requested is charged out, a locate form is prepared and subsequently the reviewer is contacted, many times within a few hours, to determine if the reviewer still needs the file and wants it on locate.

suggests that under the above proposal, the reviewer would immediately know how many files were outstanding, and which ones are, and would eliminate the necessity of searching through a search slip upon receiving a call to note the ones on locate. She also suggests that by automatically placing a file on locate and assuming that it is still needed would reduce the number of phone calls from the filing or locate units.

Enclosure

1 - Mr. DeLoach - Enclosure
1 - Mr. M. A. Jones - Enclosure
1 - (Room 5302) - Enclosure

REC-109
66-3219-168

CONTINUED - OVER

9 MAR 18 1965

KLS:deh
(6)

3-17-65

69 MAR 24 1965
143

TWO

Memorandum to Mr. DeLoach
Re: [redacted]

b6
b7C

OBSERVATION:

The Crime Records Division Streamlining Committee has carefully considered [redacted] suggestion and although she primarily is concerned with reviewing files in connection with White House summaries, the Committee is of the opinion that this suggestion has Bureau-wide merit. The Committee believes the suggestion is worthy of adoption.

RECOMMENDATIONS:

1. That this matter be referred to the Training Division for its consideration.

2. That an appropriate letter be directed to [redacted] concerning her suggestion. Letter attached.

100

8121

THRU

100

8135

EX 105

REC-40 [illegible]-169

April 19, 1965

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Buffalo, New York

Dear [redacted]

I have received your suggestion that file ends be prepared in a certain fashion at the Seat of Government for use in field offices. You may be interested to know that all aspects of this procedure were thoroughly investigated at the time the present system was initiated. It was decided at that time that procedures in effect were the most efficient and economical for our purposes.

Although your idea was not adopted in this instance, the interest which prompted you to submit it is indeed appreciated.

MAILED 5
APR 19 1965
COMM-FBI

Sincerely yours,

J. Edgar Hoover

2 - Buffalo 1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
MJL:wls
(6) (Suggestion #835-65 dated 4/13/65)

NOTE: Suggests file ends used in closed, consolidated files where open shelf filing is utilized be made at the SOG of heavier material, reinforced on the inside with linen-type material; prepunched holes on both ends; prefolded and ruled lines printed on file ends for file and classification numbers both at top and bottom. Color of ends to be the same color as FD-245, File Front. File end of consolidated file be marked with a red sticker to denote consolidated volume not in chronological sequence in event; file pending or maintained as separate volume due to size. Any exception as to chronological sequence be noted on file front.

SEE PAGE TWO

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

66 APR 26 1965

NOTE CONTINUED

Two separate suggestions regarding use of file ends for closed, consolidated volumes were considered in 1963, and a six-month trial period was made in the Houston Office using the method finally adopted. Inspection Staff made a survey regarding use of Remtag End Folds, a commercial product for this purpose, and the consensus of the Inspectors was that use of file ends would be beneficial in our work; however, the expense involved in converting to the Remtag System would be exorbitant and similar advantages could be obtained through having field offices make file ends from file backs by cutting a strip of desired size and folding to create a file end. Ends made in this fashion would be l. o more durable than the commercial ones and more easily adaptable to the varying thicknesses of the closed consolidated files since Remtag End Folds have only two positions to cover all thicknesses of files (Bufile 66-2319-141). File ends made at SOG as proposed is not feasible since we are not equipped to make such items and they can best be made when file is at hand to know exact thickness, etc. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#835-66

Date: 4/13/65

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: BUFFALO

b6
b7C

SUGGESTION

File ends 4½" x 8½" utilized in closed consolidated files (Open Shelf Filing) be made up at the Bureau of heavier material, reinforced on the inside with linen type material; prepunched holes on both ends; prefolded and ruled lines printed on file ends for file and classification numbers both at top and bottom. Color on file ends should be of same color now used on FD-245. The file end of consolidated file be marked with a red sticker to denote consolidated volume not in chronological sequence in event; file pending or maintained as separate volume due to size. Any exception as to chronological sequence be noted on file front, i.e., "100-9716 separate file."

Files

Current practice or rule (Include manual citation as well as facts)

File ends are cut from file backs by each office using them. (SAC LETTER 63-33).

Advantages of suggestion and annual savings (include basis for estimate)

1. The strengthened file ends would prevent Acco fasteners from cutting through file ends, and file fronts as is now the case through handling and usage. This would result in a savings of clerk time in repairing and replacing file ends, file fronts and serials.
2. Would insure uniformity of size and better appearance by being prefolded.
3. Would provide for better appearance in consolidated files by lined file ends for file and classification numbers.
4. Would result in a savings of clerical employees time in that file ends would not have to be measured for size, holes punched, and folded.
5. Red sticker would be flag for clerical employee that consolidated volume not in chronological sequence and to check file front for exceptions.

Disadvantages of suggestion

Initial cost of having file ends made up at Bureau.

EX-105 66-2319-169 12 APR 15 1965

38 APR 15 1965 EXP. PROC.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

CLERK Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion has considerable merit and I recommend its adoption.

Victor Turley SAC

Signature and Title

(Do not write in this space - for Bureau use only)

3 - Bureau (Encs. 1)
2 - Buffalo (1-66-1850 Suggestion)
HDC (5) (1-67- Personnel )

Ref'd ltr 4-19-65 MLI wls

ENCLOSURE

ENCLOSURE ATTACHED

FD - 245 (REV. 4-13-60)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

Volume Number

Serials

*See also Nos.*

66-2319-170

102

April 21, 1965

PERSONAL

66-4217 170

REC-10

b6
b7C

[redacted]

Federal Bureau of Investigation
Las Vegas, Nevada

Dear [redacted]

I have received your suggestion that file covers be obtained with a permanently attached cover clip. After careful consideration, it has been decided this proposal should not be adopted. This item would have to be obtained by special order thereby making it much more expensive than at present and, in addition, it is felt the clip would not always be effective due to the various thicknesses of material which must be attached to a file.

Although your idea was not adopted in this instance, the interest you displayed in submitting it is indeed appreciated.

MAILED 5
APR 1 1965
COMM-FBI

Sincerely yours,
J. Edgar Hoover

2 - Las Vegas 1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
MJL:wls
(6) (Suggestion #846-65 dated 4/16/65)

NOTE: Suggests the file cover be obtained with a permanently attached metal clip built into it.

Administrative Division advised such an item is not now available and one would have to be prepared in this fashion just for FBI. This is not feasible due to the additional cost involved. In addition, SAC Elson, Las Vegas, did not feel idea should be adopted. He believed that with the different thicknesses of various serials which must be attached to a file, the metal clip would not be effective. Training Division agrees and recommends suggestion not be adopted.

REC-U-READING ROOM
APR 24 1965
FBI

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

APR 26 1965
MAIL ROOM TELETYPE UNIT

Employee Suggestion
FD-252 (Rev. 9-11-59)

#84665

Date
4/16/65

b6
b7C

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Las Vegas

SUGGESTION

That the file cover have a built in cover clip. A spring steel-type clip with a rounded head be permanently attached to the file cover. (See attached file cover. Should be a similar type clip only smaller).

5 files

Current practice or rule (Include manual citation as well as facts)

Manual clipping of mail to file cover with conventional type paper clips.

Advantages of suggestion and annual savings (include basis for estimate)

Savings in clerical time. Would eliminate scattering of paper clips from serializing and other clerical functions. Less chance of mail becoming separated from file due to slippage of conventional paper clips.

34 APR 19 1965

EXP. PROC.

Disadvantages of suggestion

See comments of Division Head.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered f[redacted]on is adopted within two years after submission.)

[x] Mr. [ ] Mrs. [ ] Miss

[redacted]

Signature and Title (Type or Print) Security Patrol Clerk

Recommendations and comments of Division Head I do not feel that this suggestion should be adopted. It is believed that with the different thicknesses of various serials which must be attached to a file that the metal clip would not be effective. It may work on serials of 1, 2 or 3 pages but is not adaptable to thicker serials. With

Signature and Title SAC

(Do not write in this space - for Bureau use only)

REC-10 [illegible] - 2347 - 170

4/21/65 Mr. [illegible]

EX 109

APR 12 1965

Recommendations and comments of Division Head (cont)

a metal clip as a part of the file I feel that the filing in the closed filing section would be difficult.

U. S. Department of Justice

MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE

CLASSIFICATION NO.

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

Volume Number

Serials

*See also Nos.*

66-2319— 171

ENCLOSURE

18-10821-

REC 27 66-3319-171

May 21, 1965

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Phoenix, Arizona

Dear [redacted]

I have received your suggestion that file covers be printed on both sides so that they may be used more than one time. You may be interested to know that this proposal has been evaluated numerous times in the past and not adopted since it would increase the cost of these items and, in addition, it would be difficult to remove the various administrative notations which are frequently placed on the inside of the cover.

Although your idea did not receive favorable consideration in this instance, I want to thank you for your interest in submitting it.

MAILED 10
MAY 21 1965
COMM-FBI

Sincerely yours,

J. Edgar Hoover

2 - Phoenix
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:wls
(6)

(Suggestion #938-65 dated 5/7/65

NOTE: Suggests file covers be printed on both sides so they may be used again.

Same idea considered numerous times in past and not adopted. File covers are frequently used on same file until they have to be replaced because they are unserviceable. In these instances, reverse side printed as proposed would be wasted. Further, additional printing would increase cost of the covers. In addition, the inside of cover frequently used for longhand notations such as auxiliary office file numbers entered by Agents for convenience.

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

56 JUN 1 1965

MAIL ROOM TELETYPE UNIT

SEE PAGE TWO

NOTE CONTINUED

Executives Conference as early as 9/24/53 considered idea and disapproved because it was felt file covers as now printed were producing maximum serviceability. For these reasons, Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#938-65

Date: May 7, 1965

b6
b7C

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Phoenix, Arizona

SUGGESTION: Savings on the cost of file covers. Printing on both sides of file covers so that the file covers may be used again.

Current practice or rule (Include manual citation as well as facts): When files are consolidated, the old file covers are taken off and torn up and replaced with new covers

Advantages of suggestion and annual savings (include basis for estimate): The cost of file covers might be cut by one third to one half depending upon the office, and the number of files opened or consolidated. I see no reason why the file covers could not be re-used for new files if the file numbers on the reverse side were rendered unreadable and if the covers were in reasonably good shape.

REC 27 - 311-171

EX-116

4 MAY 24 1965

38 MAY 20 1965

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head

I can see no disadvantages to this suggestion. From monetary standpoint my only recommendation is that matter receive consideration at SOG inasmuch as PX has no cost figures on covers or printing costs if covers printed on both sides.

Signature and Title

(Do not write in this space - for Bureau use only)

5-21-65 MLimb

ENCLOSURE

June 17, 1965

REC 8 66-2319-172

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that the reverse side of the file cover, Form FD-245, be printed in the identical fashion as the front. As a matter of interest to you, the same proposal has been evaluated in the past and not adopted since it would increase the cost of these items and, in addition, the inside of the cover is frequently used to enter various administrative data of help to the Agent handling the particular case.

Although your idea was not adopted in this instance, the interest which prompted you to submit it is indeed appreciated.

MAILED 27
JUN 17 1965
COMM-FBI

Sincerely yours,

J. Edgar Hoover

1 - Philadelphia - Suggestion file
1 - Mr. Casper
1 - Personnel file of SA [redacted]
MJL:wls
(6) (Suggestion #995-65 dated 6/11/65)

NOTE: Suggests file fronts be printed on both sides with the same information so that they may be reused by merely crossing out the old file number and turning the front over and marking new data on the reverse side.

Same idea considered numerous times in past and not adopted. File covers are frequently used on same file until they have to be replaced because they are unserviceable. In these instances, reverse side printed as proposed would be wasted. In addition, the inside of cover is frequently used for longhand notations such as auxiliary office file numbers entered by Agents for convenience. Executives Conference considered idea as early

SEE PAGE TWO

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI RECEIVED JUN 17 5 30 PM '65 FBI

FBI D-READING ROOM

Employee Suggestion
FD-252 (Rev. 9-11-59)

#166-66

Date 9/8/65

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | Stenographer | Charlotte |

b6
b7C

SUGGESTION

It is suggested that the attached form be printed and placed into use by the CCOs throughout the Bureau. This form is approximately 2" X 5" and could be printed on any color paper (except yellow which is the color of FD-217 and approximately the same size) without its being confused with other Bureau forms. Upon removal of a file from the desk or workbox of an Agent or stenographer, the form would be left with the individual who had the file as an indication of its whereabouts.

Charge Out Slips

Current practice or rule (Include manual citation as well as facts)

Files on which stenographers (or Agents) have work (or dictation) are taken from the CCO and charged to that person. When mail comes in on this file or it is needed for (See next page)

Advantages of suggestion and annual savings (include basis for estimate)

An Agent or stenographer could tell at a glance just where the file is; consequently, no extra time would be used in determining the location of the file, submitting another request slip, or, if the work is expedite, requesting the CCO to make a search of the office for that file. This form would be small enough for the clerk locating files to place it in his pocket and have it readily available for use.

No actual annual savings would be realized; however, the savings would be considerable in clerical time of personnel.

REC-31 66-3319-173
EX-100

12 SEP 10 1965

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any [illegible] award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

GS-5 Stenographer
Suggester

Recommendations and comments of Division Head

I feel this suggestion has merit.

Robert M. Murphy
SAC Signature and Title Charlotte

(Do not write in this space - for Bureau use only)

ENCLOSURE
1 Ret slip
"ENCLOSURE ATTACHED"

Yes ack
9-13-66 ML:wls

TWO

September 13, 1965

PERSONAL

EX-100 REC 31 66-3317-173

b6
b7C

Federal Bureau of Investigation
Charlotte, North Carolina

Dear

Thank you for your suggestion that a form which you devised be adopted for use throughout the field. After careful consideration, it has been decided the expense involved in printing, stocking, and distributing a form for the purpose you described is not warranted.

Although your idea was not adopted in this instance, I appreciate the interest you displayed in submitting it to me.

Sincerely yours,

J. Edgar Hoover

MAILED 6
SEP 13 1965
COMM-FBI

SEP 13 4 28 PM
FBI - CHARLOTTE

2 - Charlotte 1 - Field personnel file
1 - Suggestion file
1 - Personnel file of
MML:wls wls
(6) (Suggestion #166-66 dated 9/8/65)

NOTE: Suggests a form (sample attached) be printed for use in the field when a file is removed from a desk or a workbox of an Agent or stenographer to advise them of this action and to whom the file has been routed.

Training Division feels a new form for this purpose is not warranted. If a file is charged out to one individual and it is obtained for another individual, a new charge-out slip must be prepared and placed in the file folder so the Chief Clerk's Office always has information available regarding the location of files. All that is needed for advising the individual

SEE PAGE TWO

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

SEP 20 1965

MAIL ROOM TELETYPE UNIT

NOTE CONTINUED

from whom the file is taken as to its whereabouts is a note giving file number and person to whom it has been forwarded. A form of the size proposed could easily become lost in a workbox. Cost involved in preparation, printing, stocking, and distributing such an item is not warranted at this time.

NOTE CONTINUED

as 9/24/53, and disapproved because it felt file covers were producing maximum serviceability as now printed. Training Division recommends current idea not be adopted.

Letter being directed to suggester at the Seat of Government since he is in New Agents' class which commenced on 6/14/65.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#995-65

Date
6/11/65

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Philadelphia

b6
b7C

SUGGESTION

While doing consolidation of closed files, I have noticed that the fronts and backs of files which are consolidated are reused as file backs - only. It is my suggestion that the fronts be printed on both sides with the necessary heading, classification and volume number spaces, etc. In this way perfectly good fronts could be reused merely by crossing out the old file number, etc., turning the front over, and marking the new file information on the reverse side.

Files

Current practice or rule (Include manual citation as well as facts)

II-3-7a - reuse of file folders as file backs.

Advantages of suggestion and annual savings (include basis for estimate)

In this way we would not have an overabundance of file backs in supply, any possible waste of good material would be negated, and a time factor of supply ordering and requisitioning would be controlled.

The additional cost of printing both sides seems negligible, considering the possible savings involved in time and money.

A basis for an estimate for annual savings is not available.

Disadvantages of suggestion

None the suggester can bring to mind.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head It is felt this suggestion would result in a saving on file fronts. However, consideration should be given to the possibility that file fronts could be placed with the used side up, thus causing some confusion and mis-filing
(See attached sheet)

Special Agent in Charge

(Do not write in this space - for Bureau use only)

66-2317-172

6/17/65 REC 8

6 JUL 16 1965

Recommendations and Comments of Division Head (Continued):

unless care is taken to mark out the used side prior to opening new files.

work more expedite than the work the stenographer is typing (or the Agent is dictating), then the file is taken by the CCO. No record is made that this file has been taken or for whom.

File # _____ was taken

by CCO for Agent _____

Steno _____

Mail

and will be returned to you.

REC-16 66-2319-174

January 14, 1966

PERSONAL

EX-107

[redacted]

b6
b7C

Federal Bureau of Investigation
New York, New York

Dear [redacted]

Thank you very much for the suggestion that a particular type of filing system be approved for use at the Seat of Government and in the field to maintain certain files. You may be interested to know shelf filing is used in some instances in our work; however, it has been determined this is not the most satisfactory method available for our purposes.

I appreciate the interest which led you to give me the benefit of your thoughts on this matter.

Sincerely yours,

J. Edgar Hoover

2 - New York 1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
MLWLS
(6)

(Suggestion 445-66 dated 1/14/66)

NOTE: Suggests the Conserv-A-File V filing system as described in attached brochures be used at SOG and in field for maintaining all closed files and at SOG for maintaining personnel files.

Tolson
DeLoach
Mohr
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Wick
Tele. Room
Holmes
Gandy

MAILED 7
JAN 14 1966
COMM-FBI

5 JAN 20 1966

MAIL ROOM ☐ TELETYPE UNIT ☐

F. B. I.

SEE PAGE TWO

Files and Communications Division opposed adoption of this idea. It pointed out the equipment, manufactured by the Supreme Steel Equipment Corporation, is on Government Schedule and is well known to the Files and Communications Division and the Bureau. The use of shelf-type filing for certain personnel records has been thoroughly explored in the past and, because of the odd shape of space utilized by Personnel Records, additional filing space would not be gained by converting to shelf equipment. In some areas, the Bureau does use shelf filing and, in Records Branch, it has been its experience that shelf equipment does not provide the most satisfactory type of filing arrangement. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#445-66

b6
b7C

Date
12/14/65

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
New York

SUGGESTION

That the Conserv-A-File V filing system as described in the attached brochures be adopted at SOG and in the field for maintaining all closed files. It is also suggested that this system be used for maintaining applicant files at SOG.

Files

Current practice or rule (Include manual citation as well as facts) Closed files at SOG and in the field are filed in conventional filing cabinets. Applicant files at SOG are filed in open shelving.

Advantages of suggestion and annual savings (include basis for estimate)

1) In any given area, Conserv-A-File V holds 1½ to 3 times as many records as shelf files or conventional drawer files.
2) Since this system provides two rows of files in one it reduces the number of aisles required by conventional files.
3) As a consequence of a ratio of steel to content of approximately .75:1, as against a ratio of approximately 2.0:1 per lineal inch of content of conventional files, it is possible to increase the capacity within a given area without adding to the floor load.
4) Without moving, a clerk, working between two units has the equivalent of 40 drawers at her fingertips. Since the file area is more compact, 85% of the walking and much of the other filing motions are eliminated thus increasing speed and efficiency. (See pg. 2.

Disadvantages of suggestion

It is recognized that to effect a changeover from the present system would require a large amount of time and money. Consequently, it is suggested that a cut off date be established and that all files after that date begin gradually to be incorporated into the Conserv-A-File V system. (See pg 2)

Although the initial cost of this filing system might be a little expensive it would

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss — Special Agent [redacted]
Signature and Title

Recommendations and comments of Division Head It is recommended that, if not previously considered, this system be studied as to feasibility for FBI use.

EX-109 C-15 66-2319-174

[redacted]
Signature and Title SAC, ADM. DIV., NY

(Do not write in this space - for Bureau use only)

11/14/66 Minutes

JAN 17 1966

"ENCL. BEHIND FILE"

FILED
JAN 12 1966
FBI
NEW YORK

[redacted]

b6
b7C

Advantages

5) Over 50% of all the records in the unit are accessible all the time. Using a convetional drawer file, one cannot file above eye level. This system allows filing to the furthest point the eye can see and the hand can reach.

6) Conserv-A-File V cannot be tipped over even if all the outer cradles are full and the inner ones are empty. No anchoring is ever necessary.

Disadvantages

be more than offset by the savings of the cost of floor space.

Administrative

It should be noted that this system has been adopted by many leading Financial Institutions, Insurance Firms, Manufacturing Firms, Medical Institutions and Government Agencies as described in the attached brochures.

With the increasing responsibility placed on the FBI it is inevitable that more file space will be required in the future. Since the cost of office space is at a premium and will in the future probably be more expensive this system of maintaining files will in the long run account for substantial monetary savings.

February 21, 1966

PERSONAL

REC- 82
105 66-2319-175

[redacted]

Federal Bureau of Investigation
Seattle, Washington

Dear [redacted]

Thank you for your suggestions regarding the use of colored file covers to designate major cases and a system for use as an aid in our recruitment program. These proposals have been carefully evaluated and it has been decided they should not be adopted. It is felt the administrative procedures currently in effect provide for handling mail regarding these cases in an expeditious fashion. With regard to your second idea, the disadvantages involved outweigh any anticipated advantage since the needs of the Bureau must dictate how assignments are made.

The interest which led you to give me the benefit of your thoughts on these matters is indeed appreciated.

Sincerely yours,

1966

2 - Seattle
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
ML/njm
(6)

(Suggestion 560-66 dated 2/8/66 and 561-66 dated 2/15/66)

NOTE PAGE TWO

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE: Suggestion 560-66 proposes different colored file covers be used to designate major cases and cases which are thought to be of such importance by the supervising desk that the mail be more expeditiously handled.

Training Division opposes this idea and the Inspection Division agrees. Colored file covers would only add to the confusion in the Chief Clerk's Office in handling material for files. Colored covers are not on the general schedule and would have to be obtained from an outside supplier making them much more expensive. Administrative procedures are in effect to handle major case communications in an expedite fashion and supervising Agent as well as case Agent is aware of cases falling in this category.

Suggestion 561-66 proposes that in order to meet the Bureau's needs in recruitment of Special Agent applicants, consideration be given to sending Special Agents, who have completed their three years' service, to their home city where they grew up or went to school. Selected Agents who have demonstrated their professional ability, devotion to their job, and show all indications they plan to make the Bureau their career, could be given this opportunity.

Training Division recommends this idea not be adopted. Bureau must have a sufficient number of people in a given area to handle the work regardless of whether they are from that area. Assignments must be given on basis of needs of service. As an example, Southern offices must have a satisfactory ratio of Northern- and Southern-born Agents in these offices. Normally, a large percentage of Southern-born Agents would want to return to the South. Another factor involved is fact that specialized needs arise in offices and no Agent is listed as having this office as office of preference. In these instances, one must be selected for transfer to fill this opening. Bureau could not commit itself to transferring Agents to their home location in a three-year period of time.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#560-66

Date: 2/8/66

To: Director, FBI

From: (Suggester's name) SA [redacted] 67 files

Division of Assignment: Seattle

b6
b7C

SUGGESTION

It is suggested that a different colored file cover be used to designate major cases, and cases which are thought by the supervising desk to be of such importance that the mail be more expeditiously handled.

Files having the designated color, such as green, would have mail handled before the mail on ordinary files.

These colored case covers could be used in ITSP-MCC, MT cases; ITSMV ring cases, ITAR ring cases, TFIS - MT, CGR - Murder, etc., and other important cases.

EX-105 REC-82 34 FEB 17 1966

Current practice or rule (Include manual citation as well as facts) The same color file cover is used on all type cases. The mail is vari-colored to designate type handling. Special tags used for specific pieces of mail.

Advantages of suggestion and annual savings (include basis for estimate)

The supervisor would have an opportunity to designate important cases which are not necessarily designated major cases. A case which the supervisor wants mail to get to the Agent, no matter what type of communication such as letter, report or teletype would be handled before other cases.

This would help the rotor clerk locate files on which a great deal of mail is being sent to, by merely checking the colored file covers for file number, the clerk would not have to search for a file through large stacks of mail waiting to be processed. An Agent handling a complex case would get his mail faster making the investigation move along at a faster speed. There is no extra cost. Substantial investigative and clerical effort saved.

Disadvantages of suggestion

The colored important case file covers could be over used, but not if controlled by the supervisor. Other case files could tend to be neglected if not controlled by supervisor.

(The use by the United States of my suggestion shall not form the basis of a [redacted] assigns upon the United States. I understand that I will be considered for an [redacted] ed within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

My recommendation is unfavorable. I do not see any advantage to this, only more work.

REC-82 66-2319 175

EX-105

Signature and Title

FEB 17 1966

(Do not write in this space - for Bureau use only)

3 - Bureau
2 - Seattle (1 - 67-7042)
(1 - 66-2443)

JJN/las
(5)

February 21, 1966

PERSONAL

REC. 82 66 2319 176

EX 105 [redacted]

Federal Bureau of Investigation
San Juan, Puerto Rico

Dear [redacted]

I have received your suggestion that file backs be purchased prepared in a particular fashion. This proposal has been carefully considered and it has been decided it should not be adopted due to the cost involved in obtaining these items. To avoid the situation to which you have reference, it would appear better to place a new back on the file if the clamp becomes mutilated to the extent that it causes damage.

The interest and thoughtfulness which prompted you to submit your idea to me are indeed appreciated.

Sincerely yours,

2 - San Juan
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML/njm
(6)

(Suggestion 563-66 dated 2/14/66)

NOTE: Suggests that a file back be purchased that has a covering over the metal clamp on the outside. This would prevent the clamp from tearing mail and files which are underneath it as well as protecting desk tops from damage.

NOTE CONTINUED PAGE TWO

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE CONTINUED

Administrative Division advised backs prepared in this manner are not available from the general schedule for supplies and to obtain them from an outside firm would make them much more expensive. It appears a better solution would be to change these backs if the clamp becomes mutilated to the point where it is causing damage. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#563-66

Date: 2/14/66

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: San Juan

b6
b7C

SUGGESTION

I suggest that a file back be purchased that has a covering over the metal clamp on the outside. This would prevent the clamp from tearing mail and files, which are underneath it, as well as protecting desk tops from scarring and being gouged.

EXP. PROC. 24 FEB 17 1966

Files

Current practice or rule (Include manual citation as well as facts)

File backs presently being used have metal clamp.

Advantages of suggestion and annual savings (include basis for estimate)

A file back with the metal clamp covered would prevent copies of correspondence from being torn and would not scar and gouge desk and table tops. This would improve the physical appearance of the office as well as improve the condition of our correspondence inasmuch as it would not be torn or mutilated. Savings would be realized by not having to replace furniture which would have been reduced to an unsatisfactory physical condition caused by scarring and gouging by the metal clamps.

Disadvantages of suggestion

None known unless the price of such file backs is slightly higher than those presently used.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Clerk GS 3

Signature and Title of Suggester

Recommendations and comments of Division Head: This recommendation appears to have considerable merit but would depend upon price involved of acquiring file backs without the exposed metal clasp. It is suggested that inquiry be made as to cost of file backs which have a gummed paper strip over the acco metal fastener back.

Signature and Title SA

(Do not write in this space - for Bureau use only)

66-2319-176

REC-82

EX 105

23 FEB 17 1966

3 - Bureau, 2 - San Juan (1 -66-710; 1 - 67-PF)

April 15, 1966

PERSONAL

REC-65 66-2217-197

b6
b7C

[redacted]
Federal Bureau of Investigation
Chicago, Illinois

Dear [redacted]

I have received your suggestion that when a file is consolidated, both its front and back covers be retained. After due consideration, it has been decided the disadvantages involved in the procedure would offset any possible advantage to be achieved.

Although your idea was not adopted in this instance, I appreciate the interest which prompted you to submit it to me.

Sincerely yours,

J. Edgar Hoover

2 - Chicago
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
JER/njm
(6)

(Suggestion 751-66 dated 4/8/66)

NOTE: Suggests when files are consolidated, both front and back covers be retained.

Training Division opposes adoption for obvious disadvantages. At present only front cover, which contains administrative data, is retained. Retention of both covers would not only double the filing space needed, at the very least, but would increase the work of the clerks who handle the consolidation. In addition, many of the rear covers are in good condition and are salvaged for reuse. Training Division recommends idea not be adopted.

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

751-66

Date: 4/8/66

b6
b7C

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Chicago

SUGGESTION

That when files are consolidated both the front and back covers of the eliminated file be retained.

5 Files

EXP. PROC.
39 APR 13 1966

Current practice or rule (Include manual citation as well as facts)

Only the front cover is retained (Manual of Rules and Regulations, Part 2, Section 3, Page 11b).

Advantages of suggestion and annual savings (include basis for estimate)

When the front cover only is retained it sooner or later becomes very dilapidated. By fastening the front and back covers together, the additional support given provides for better maintenance of the files and for easier handling of these items when searching for files. No monetary savings can be estimated in this instance.

Disadvantages of suggestion

None other than the small amount of additional room which will be taken up in the file cabinets.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Mis [redacted] Supervisory Clerk.
Signature and Title of Suggester

Recommendations and comments of Division Head: Recommend favorable consideration be given to suggestion as it is felt this will alleviate dilapidated single file covers and the possibility of destruction of single file cover in error.

[redacted] Special Agent in Charge.
Signature and Title

(Do not write in this space - for Bureau use only)

REC-65 66-2319-177
11 APR 13 1966

Lit Pack. 4/15/66 MF/jmd

EP (5) (3)-Bureau; 2-Chicago (1 Personnel file [redacted] (1 66-4468)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

TO : DIRECTOR, FBI

DATE: 5/16/66

FROM: SAC, NEWARK (66-1520)

SUBJECT: EMPLOYEE SUGGESTION
#849-66

0
Files

Enclosed suggestion was received from three Newark employees relative to the purchase of numbering machines to be used throughout the field to stamp file fronts and jackets.

While it is felt the suggestion has merit, if it is determined there is no field-wide application, the Bureau is requested to authorize the purchase of a 10-wheel machine for Newark's use.

EXP. PROC.
10 MAY 17 1966

2 det Suggestion Dept

ENCLOSURE

EX-103
REC-42 66-2319-178

3 MAY 17 1966

2-Bureau (Enc. 5)
1-Newark
KLB:ets
(3)

"ENCL. BEHIND FILE"

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

Employee Suggestion
FD-252 (Rev. 9-11-59)

#849-66

Date: MAY 16 1966

To: Director, FBI

From: (Suggester's name) [redacted] and [redacted]

Division of Assignment: Newark

b6
b7C

SUGGESTION The Bates Numbering Machine, standard movement, be used for stamping file fronts and jackets. The machine is available from the Bates Manufacturing Company, Orange, N.J. in 10 wheels with $\frac{1}{4}$" numbers. The machine can be set to print numbers consecutively, in duplicate, or repeat. Thus it is ideal for stamping file fronts and jackets. This suggestion does have universal application. The machine can be purchased in orders of 50 or more at a cost of $60.29 each. Purchased individually the machine will cost $78.30. This machine is also available in an electric model which might be practical for the Bureau and any office where there is volume. The cost of the electric model is $184.50.

Current practice or rule (Include manual citation as well as facts) The Newark Office is currently using a 10 wheel rubber stamp and each number is advanced by hand. Some offices are handwriting the numbers. There are no specific instructions in manual as to how this operation should be accomplished.

Advantages of suggestion and annual savings (include basis for estimate) (Con't)

The rubber stamps are not very serviceable and must be replaced a minimum of four times a year to get satisfactory results. In addition, because of the mechanism of the rubber stamp the fingers of employee become very sore after several hours use. With proper handling the Bates machine is guaranteed to give long and satisfactory service. The amount of employee time saved, which would result in annual savings, would depend on method used and since this is not uniform throughout the field a proper estimate can not be made. The attached samples were made with a 9 wheel machine, however, the machine is available in 10 wheels and the difference is nominal and, therefore, would recommend the 10 wheel machine. The individual cost of the 9 wheel or 10 wheel (Con't)

Disadvantages of suggestion

None known.

ST-108

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss see page two 66-2319-178

Signature and Title of Suggester

Recommendations and comments of Division Head Since it would achieve uniformity, field-wide, and would be an improvement over hand lettering and/or rubber stamping, it is felt this suggestion has merit and should receive favorable consideration.

ENCLOSURE

[redacted], SAC

Signature and Title

(Do not write in this space - for Bureau use only)

3 MAY 17 1966

40 MAY 17 1966

Current practice or rule (Include manual citation as well as facts)

(Con't)

The Newark Office prepares approximately 500 files and 500 jackets per week. This is normally assigned to someone to complete on a weekend shift and consumes approximately 6 hrs. of employee time to complete. Rubber stamps currently in use are obtained from the Bureau and cost per unit is unknown. Utilization of numbering machine, field-wide, would eliminate need for the rubber stamp, thereby eliminating a recurring expense.

Advantages of suggestion and annual savings (include basis for estimate)

(Con't)

is $76.05 versus $78.30. However, the difference of price when purchased in bulk was not obtained. In addition, some offices and the Bureau would probably need the 10 wheel machine to accommodate their file numbers. A machine stamped file number affords uniform size and legibility thereby greatly reducing chances of missfiled files.

(The use by the United States of our suggestion shall not form the basis of a further claim of any nature by us, our heirs, or assigns upon the United States. We understand that we will be considered for any justified award only if our suggestion is adopted within two years after submission)

b6
b7C

[redacted] Clerk GS-5
Signature and Title of Suggester

[redacted] Security Patrol GS-5
Signature and Title of Suggester

[redacted]
Stenographic Supervisor GS-7
Signature and Title of Suggester

REC-42 EX-102 66 2319-178

May 10, 1966

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Newark, New Jersey

Dear [redacted]

The suggestion submitted by you, [redacted] and [redacted] has been received regarding a particular type of machine for use in printing file numbers. While it has been decided this proposal should not be adopted on a field-wide basis, I am pleased to advise you permission is being granted the Newark Office to obtain this equipment for its use.

I want to take this opportunity to express my appreciation to you for giving me the benefit of your observations on this matter.

Sincerely yours,

J. Edgar Hoover

[redacted] MAY 19 1966

2 - Newark
1 - Field personnel file
1 - Suggestion file

Experience at the Seat of Government has shown that, due to the volume of cases handled, several of these machines are needed to have them available for the different classifications in opening new cases. They are not used for placing numbers on file fronts. Numbering machines may be used for other duties in a field office other than placing figures on file covers and since you have indicated you feel it would aid your operations, approval is being granted for you to obtain one 10-wheel, standard movement, numbering machine for the Newark Office.

1 - Personnel file of [redacted]

SEE NOTE PAGE TWO

ML/njm
(6) MAIL ROOM [ ] TELETYPE UNIT [ ]

(Suggestion 849-66 dated 5/16/66)

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

NOTE: Suggests a standard movement, 10-wheel, Bates Numbering Machine, with one-fourth inch numbers be obtained for placing numbers on file fronts and jackets. Machine can be set to print numbers consecutively, in duplicate, or repeat them. Suggesters feel this equipment could be utilized at Bureau as well as in field offices. Machines cost $78.30 if purchased individually and, if purchased in orders of 50 or more, cost $60.29 each. There is also an electric model which sells for $184.50.

Since SAC, Newark, has requested authorization to purchase one 10-wheel machine for Newark's use in event idea not adopted on a field-wide basis, Training Division recommends he be permitted to obtain one such machine but, due to cost involved, that this not be extended to other offices. Files and Communications Division uses a special-purpose typewriter for placing these file numbers on files so proposed equipment not suitable for its use.

REC-42 EX-103 66-2319-178

May 10, 1966

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Newark, New Jersey

Dear [redacted]

I have received the suggestion submitted by you, [redacted] and [redacted] concerning certain equipment which might be used to advantage in our filing operations. It is indeed a pleasure to advise you the Newark Office is being granted approval to obtain one of these machines.

The interest which led you to bring this matter to my attention is appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 11
MAY 19 1966
COMM-FBI

2 - Newark
1 - Field personnel file
1 - Suggestion file

Experience at the Seat of Government has shown that, due to the volume of cases handled, several of these machines are needed to have them available for the different classifications in opening new cases. They are not used for placing numbers on file fronts. Numbering machines may be used for other duties in a field office other than placing figures on file covers and since you have indicated you feel it would aid your operations, approval is being granted for you to obtain one 10-wheel, standard movement, numbering machine for the Newark Office.

1 - Personnel file of [redacted]

NML/njm
(6)

(Suggestion 849-66 dated 5/16/66) SEE NOTE PAGE TWO

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE: Suggests a standard movement, 10-wheel, Bates Numbering Machine, with one-fourth inch numbers be obtained for placing numbers on file fronts and jackets. Machine can be set to print numbers consecutively, in duplicate, or repeat them. Suggesters feel this equipment could be utilized at Bureau as well as in field offices. Machines cost $78.30 if purchased individually and, if purchased in orders of 50 or more, cost $60.29 each. There is also an electric model which sells for $184.50.

Since SAC, Newark, has requested authorization to purchase one 10-wheel machine for Newark's use in event idea not adopted on a field-wide basis, Training Division recommends he be permitted to obtain one such machine but, due to cost involved, that this not be extended to other offices. Files and Communications Division uses a special-purpose typewriter for placing these file numbers on files so proposed equipment not suitable for its use.

May 19, 1966

PERSONAL

REC-42 EX-103 66-3317-178

b6
b7C

[redacted]
Federal Bureau of Investigation
Newark, New Jersey

Dear [redacted]

Thank you very much for the suggestion submitted by you, [redacted] and [redacted] that a numbering machine which is manufactured by a particular firm be obtained for use in placing figures on file fronts and jackets. It is a pleasure for me to advise you that approval is being granted the office to which you are assigned to obtain such an item.

The interest and initiative you displayed in submitting this idea to me are indeed appreciated.

[illegible] MAY 19 1966 [illegible]

Sincerely yours,

J. Edgar Hoover

2 - Newark
1 - Field personnel file
1 - Suggestion file

Experience at the Seat of Government has shown that, due to the volume of cases handled, several of these machines are needed to have them available for the different classifications in opening new cases. They are not used for placing numbers on file fronts. Numbering machines may be used for other duties in a field office other than placing figures on file covers and since you have indicated you feel it would aid your operations, approval is being granted for you to obtain one 10-wheel, standard movement, numbering machine for the Newark Office.

1 - Personnel file of [redacted]

MJL/njm
(6)

(Suggestion 849-66 dated 5/16/66) SEE NOTE PAGE TWO

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE: Suggests a standard movement, 10-wheel, Bates Numbering Machine, with one-fourth inch numbers be obtained for placing numbers on file fronts and jackets. Machine can be set to print numbers consecutively, in duplicate, or repeat them. Suggesters feel this equipment could be utilized at Bureau as well as in field offices. Machines cost $78.30 if purchased individually and, if purchased in orders of 50 or more, cost $60.29 each. There is also an electric model which sells for $184.50.

Since SAC, Newark, has requested authorization to purchase one 10-wheel machine for Newark's use in event idea not adopted on a field-wide basis, Training Division recommends he be permitted to obtain one such machine but, due to cost involved, that this not be extended to other offices. Files and Communications Division uses a special-purpose typewriter for placing these file numbers on files so proposed equipment not suitable for its use.

REC- 94 66-2319-179

June 17, 1966

PERSONAL

[redacted]

Federal Bureau of Investigation
Savannah, Georgia

Dear [redacted]

I have received your suggestion that a form be approved for use as a table of contents in the front of each file. This proposal has been carefully evaluated and it has been decided it should not be adopted. The administrative work involved in keeping such a form current would outweigh any anticipated benefit to be derived from this procedure.

Although this idea did not receive favorable action, the interest which led you to submit it is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 27
JUN 17 1966
COMM-FBI

2 - Savannah
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

MML/njm
(6)

(Suggestion 905-66 dated 6/13/66)

NOTE: Suggests a form (sample attached) be approved for use as a table of contents and placed in front of each file (current volume) and kept there at all times even after the files have been consolidated. Form should be used on current cases as of a certain date and not extended to include closed cases.

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOTE CONTINUED PAGE TWO

NOTE CONTINUED

SAC Neagle, Savannah, recommended against adoption in that this procedure would entail more administrative work than time it allegedly would save. Training Division, after consulting with Washington Field Office and the Inspection Division, recommends idea not be adopted. Washington Field advised it would need more employees to attempt to keep such an item current and that, since mail is normally filed in date order, problem is not as large as suggester would lead one to believe. Time involved to accomplish this procedure would be enormous. In addition, policy has been to keep top or "floating serials" to a minimum.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#905-66

Date: June 13, 1966

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Savannah

b6
b7C

SUGGESTION

It is suggested that a Table of Contents form similar to the one attached or as the one attached be put into operation.

A copy of this form should be placed in the front of each files (current volume) and kept there at all times, even after the file is consolidated.

The use of this form should be started with current cases as of a certain date. Cases closed before this date will not have this form included in the file.

EXPIRED 10 JUN 16 1966

Current practice or rule (Include manual citation as well as facts)

When the last copy of a serial is being charged out, the description is put on a Serial Charge Out form, FD-5.

Advantages of suggestion and annual savings (include basis for estimate)

Many times an Agent, etc. will need a communication. He will know which office it is from and about when it was received, but does not know the serial number. With the use of the Table of Contents form, the serial number can be located in just a very short time, which will enable him to know which volume the communication is in and about where in the file the communication will be located, saving considerable time in many cases. The time saved will well surpass the time used by the clerk to fill out the form.

(continued on page 2.)

Disadvantages of suggestion

None known.

REC- 94

66-2317-179

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered fo[redacted]tion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] Dictating Machine Transcriber
Signature and Title of Suggester

Recommendations and comments of Division Head

I recommend against the adoption of this suggestion in that the procedure suggested would entail more administrative work than the time it allegedly would save.

James T. Neagle
JAMES T. NEAGLE Spl. Agt. in Chg.

(Do not write in this space - for Bureau use only)

21
1 JUN 16 1966

10 - [illegible] detached [illegible]

3 - Bureau 2 - Savannah

Advantages of suggestion and annual savings (continued)

This form will also serve as a way to double check in case a serial is ever misplaced or the Serial Charge Out form is accidently destroyed while a serial is charged out.

This is not to replace the Serial Charge Out form (FD-5) in any way except when the last copy of a serial is being charged out, the description will not have to be included. The "Description of Serial" column on the FD-5 will be used by the Agent when requesting a communication when the serial number is not known.

TABLE OF CONTENTS

FILE # _____

| SERIAL NUMBER | DESCRIPTION | | | | NO. OF COPIES | VOLUME |
|---|---|---|---|---|---|---|
| | FROM | TYPE | TO | DATE | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

ENCLOSURE

66-2319-179

June 27, 1966

PERSONAL

REC- 38 66-2319-180

[redacted]

Federal Bureau of Investigation
Washington, D.C.

Dear [redacted]

Your suggestion has been received regarding the manner in which certain serial markers are prepared and placed in main files. After careful evaluation, it has been decided our current practice should be retained since these markers actually serve as work sheets for individuals who handle these filing duties.

Although this idea was not adopted, I appreciate the thoughtfulness which prompted you to submit it to me.

Sincerely yours,
J. Edgar Hoover

MAILED 4
JUN 27 1966
COMM-FBI

1 - Mr. Wick
1 - Personnel file of [redacted]
ML/njm
(5) (Suggestion 924-66 dated 6/22/66)
NOTE: Based on memo Morrell to Wick, 6/23/66, PDW/kcf, re: Suggestion submitted by [redacted] Correspondence and Tours Section, Crime Records Division.

Files and Communications and Training Divisions agree current practice of stamping the serial marker to the front of a main file is more practical and efficient than the proposed method. Approximately 280 stamps would be needed to place "MAIN" on serial markers or two separate supplies of these items would need to be maintained for use of

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

54 JUL 1 1966
MAIL ROOM TELETYPE UNIT

NOTE CONTINUED PAGE TWO

NOTE CONTINUED

employees pulling files. Markers will not stay in place on the top serial as they will when placed by serial further down in file. Markers serve as work sheets for individuals handling this work and, if placed on top of main file as is currently done, they can readily ascertain method of delivery, name of individual who requested the file, and status of file with respect to being in an up-to-date condition. It is recommended idea not be adopted.

Employee Suggestion
FD-25 (Rev. 9-11-59)

#924466

Date: June 22, 1966

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Crime Records

b6 b7C

SUGGESTION

It is suggested that serial markers used in marking and delivering main files to individuals be marked with a red stamp on the end of the marker designating the word MAIN. This serial marker should be placed on the top serial in the file, and the red stamp MAIN would be an indication that the entire file relates to the subject.

Current practice or rule (Include manual citation as well as facts) The current practice requires that the serial marker be placed on top of the file with two paper clips. This denotes a main file. When a serial is requested, the serial marker is placed (see attached)

Advantages of suggestion and annual savings (include basis for estimate) The advantages to this suggestion would be first to reduce the number of paper clips being used by the Bureau. Secondly, it would save time inasmuch as the person pulling the file would not have to secure paper clips and affix the marker to the top but could merely place it on the top serial. A further step would be eliminated inasmuch as these paper clips must be removed before the files are returned to the filing cabinet. A third advantage would be that frequently small files become clipped to other files in transmitting them from building to building and are frequently undetected and misdelivered.

Disadvantages of suggestion

None after personnel are advised of the change.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

I feel this suggestion has definite merit and should be adopted.

R. E. Wick - Asst Div

Signature and Title

(Do not write in this space - for Bureau use only)

REC-38 66-2317-180

4 JUN 30 1966

for file

6/27/66

on top of the required serial. This is done to make a distinction between a main file and merely a serial reference contained within a file; however, it is believed the stamp MAIN on the marker would be a sufficient designation.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Wick

DATE: 6-23-66

FROM : D. C. Morrell
OFIPC

SUBJECT: SUGGESTION SUBMITTED BY
[redacted]
b6
b7C
CORRESPONDENCE AND TOURS SECTION
CRIME RECORDS DIVISION
#92466

[redacted] suggests that serial markers used in marking and delivering main files to employees here at the Bureau be marked with a red stamp on the end of the marker "Main." The serial marker thereafter should be placed on the top serial in the file, and this procedure would indicate that the entire file relates to one subject.

She points out that the current practice is for the serial marker to be placed on top of the file lengthwise with two paper clips to denote a main file. If only a serial is requested, the serial marker is placed on top of the serial in the file. She points out that the advantages would be to reduce the number of paper clips being used and would save time for the person pulling, marking and routing the file. She also indicates a saving of time in utilization of paper clips would accrue and possibly would prevent the loss of smaller files becoming attached to larger ones.

OBSERVATIONS:

This suggestion very definitely has merit particularly with reference to delivery of the main files. When many files are stacked together oftentimes the serial markers on top of the files become attached to others and many times become detached. The procedure of placing the marker immediately beneath the file cover seems to be a good way to alleviate this.

REC- 38 66-2319-181

CONTINUED - OVER

4 JUN 29 1966

1 - Mr. Wick
1 - SA [redacted] - Room 5302 (sent direct)

PDW:kcf (4)

54 JUL 12 1966

2 - [illegible]

Memorandum to Mr. Wick
RE: Suggestion Submitted by [redacted]

b6
b7C

RECOMMENDATIONS:

1. That this suggestion be forwarded to the Training Division for its consideration.

2. That [redacted] be thanked by letter for her suggestion.

PA REC- 40 66-2319-182

August 19, 1966

PERSONAL

AUG 19 3 20 PM '66
RECD-READING ROOM
F B I

b6
b7C

[redacted]
Federal Bureau of Investigation
Omaha, Nebraska

Dear [redacted]

I have received your suggestion that it be made optional in field offices as to whether fasteners are placed on new files. After careful consideration, it has been decided our present regulations regarding this matter should be retained since any anticipated advantage would be offset by the loss of security in the maintenance of this material.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 30
AUG 19 1966
COMM-FBI

2-Omaha
1-Field personnel file
1-Suggestion file
1-Personnel file of [redacted]
ML:frw
(6)

(Suggestion 100-67 dated 8/16/66)

NOTE: Suggests it be optional with field offices whether a fastener is placed on top of material when new files are made up.

Training and Inspection Divisions oppose adoption. Current rule states "Files must be bound with fasteners and covers." While it might

(NOTE CONTINUED OVER)

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

F 253
53 AUG 25 1966
MAIL ROOM TELETYPE UNIT

Note continued:
Re: [redacted]

b6
b7C

save a little time to use proposed method with files containing only a few serials, it would not be advisable to use this method with those which are bulky since material would slip around in file. All types of exceptions would be needed to limit this procedure to type of files which could be prepared in this fashion. It is not advisable to change present rule to one that is optional with field since instances could occur when fasteners would never be used. It is recommended idea not be adopted.

Suggester's official name is [redacted] per Movement Unit.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#100-64

Date
8-16-66

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Omaha, Nebraska

b6
b7C

SUGGESTION

The suggestion is being made for Bureau consideration that in the filing system when a new file is made up, it be optional whether the compressor or top of the acco fastener be used.

Ofile.

Current practice or rule (Include manual citation as well as facts)
Files must be bound with fasteners and covers.
Manual R&R part II Sec III page 7a para. 2(c)

Advantages of suggestion and annual savings (include basis for estimate)

This would save considerable time inasmuch as it would eliminate the time necessary (approx ¼ minute) to remove the compressor and replace it when a new file is made up or serials are removed or placed into the file. Of course the deletion of the compressor would be optional and would depend upon the file being maintained in a neat and orderly fashion.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the bas
assigns upon the United States. I understand that I will be considere
within two years after submission.)

[redacted]

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester
CHIEF CLERK

Recommendations and comments of Division Head

It appears the suggestion has practical merit through saving of time in assembling of files with few serials and a saving of time in adding or removing serials from files. It is believed the suggestion is worthy of consideration as an optional procedure.

Paul C Young

Signature and Title Paul C. Young
Special Agent in Charge

(Do not write in this space - for Bureau use only)

REC-40 66-2319-182

ST-119

13 AUG 18 1966

EXP-PROC

34 AUG 18 1966

November 16, 1966

PERSONAL

REC 53

64-2319-183

b6
b7C

[redacted]

Federal Bureau of Investigation
Detroit, Michigan

Dear [redacted]

I have received your suggestion that our file fronts be prepunched at the time they are manufactured. After careful evaluation, it has been decided the present manner in which these items are prepared is more desirable since they may be used for a longer period of time and present a neater appearance.

Although this idea was not adopted, the interest which prompted you to submit it is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 9
NOV 15 1966
COMM-FBI

NOV 15 3 39 PM '66
FBI - DETROIT

2 - Detroit
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:mem
(6)

(Suggestion 395-67 dated 11/9/66)

NOTE: Suggests file fronts, Form FD-245, be prepunched at time of manufacture.

"NO CASE BEHIND FILE"

(CONTINUED - OVER)

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

NOV 22 1966

[redacted]

b6
b7C

These file fronts are prepared with slits for the Acco fasteners to go through instead of round holes (samples attached). This matter has been discussed with personnel who work with files all day long on a production basis and no problem has been encountered in use of these items. Washington Field Office advised it has no problem with handling file fronts. The consensus was that slits now in file fronts make the fronts last longer than they would with holes and provide for a much neater appearance. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-1-59)

#395-67

Date
11/9/66

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
DETROIT

b6
b7C

SUGGESTION

That file fronts, FD-245, be hole punched at time of manufacture.

EXP

0 files

30-NOV-14 1966

Current practice or rule (Include manual citation as well as facts)

File fronts appear to have stamped slits.

Advantages of suggestion and annual savings (include basis for estimate)

Hole punching of file fronts will save a great deal of time and effort on the part of employees who use them in that hole punched covers will fit easily over the Acco prongs rather than having to be filled and forced on the Acco as must be done with the present cover.

REC 53 66-2319-183

12 NOV 14 1966

[redacted]

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form th[redacted]e, my heirs, or assigns upon the United States. I understand that I will be cons[redacted]gestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] [redacted]

Suggester Chief Clerk

Recommendations and comments of Division Head

I recommend the suggested procedure as it would make for faster operation and would not make file less in looks or neatness.

Paul H. Stoddard
Signature and Title SAC

(Do not write in this space - for Bureau use only)

2 ENCLOSURE

ENCL BEHIND FILE

Ltr sent 11/16/66 ML:mem

REC. 26

66-2319-184

November 15, 1966

PERSONAL

[redacted]

Federal Bureau of Investigation
St. Louis, Missouri

Dear [redacted]

I have received your suggestion that certain items be preprinted on the red cards which are used when charging out files. After careful evaluation, it has been decided this proposal should not be adopted because of the disadvantages involved. Our present procedure is less expensive since these cards may be reused for a long period of time.

The interest which led you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 9
NOV 15 1966
COMM-FBI

2 - St. Louis
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:mem
(6)

(Suggestion 387-67 dated 11/9/66)

NOTE: Suggests the red cards, 10- by 10-inches in size, which are used when charging out files to attach the FD-5 (File-Serial Charge FORM

(CONTINUED - OVER)

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

[redacted]

b6
b7C

Out), be preprinted with "File No., Location, and Date Charged." Lines would be drawn across card for writing information. At present time the FD-5 is filled out and attached to the red card by paper clips. The card with FD-5 is then dropped into file folder from which file has been removed.

Training Division can see no need for making this red card a form. It is on heavy card stock which would make it hard to write information in legible fashion. At present time, the FD-5 is attached to card by paper clip and card may be reused for a long period of time before it becomes worn. If prepared as form, it could only be used until lines have all been filled. It is hard to write on card stock and it appears it would be more expensive to handle this function in proposed manner. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#38467

Date: November 9, 1966

To: Director, FBI

From: (Suggester's name)

Division of Assignment: St. Louis

b6
b7C

SUGGESTION

Red cards that are used for charging out of files from closed file section be pre-printed with charge out.

Files

Current practice or rule (Include manual citation as well as facts)

Charge out must be paper clipped or stapled to red card.

Advantages of suggestion and annual savings (include basis for estimate)

Charge out could not come detached from red card. Would make closed file section neater. Same red card could be reused until filled up, which would be at least twenty-five times and then if still usable, could be cut into strips for use in closed files where serials charged out. No annual savings.

33 NOV 14 1966

EXP. PROC.

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered f ted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Assistant Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has some merit, and I recommend its adoption.

REC 26

Signature and Title

(Do not write in this space - for Bureau use only)

66-2317-184

10 ENCLOSURE

11 NOV 14 1966

3-Bureau (Encls. 10); 2 - St. Louis (1 - 66-2168; 1 - PF

File Charge Out
FD-

| File No. | Location | Date Charged |
|---|---|---|
| 105-5167 | mail | 11-1-66 |
| 87-14689 | Smith | 11-4-66 |
| 46-29548 | Ticket | 11-9-66 |

66-2319-184

NOTE: To be printed on 10" x 10" red card.

ENCLOSURE

1145479-000 --- 66-HQ-2319 --- Section 3 (935416)

HEX 10

REC 17

66-2319-185

November 17, 1966

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Seattle, Washington

Dear [redacted]

I have received your suggestion that lines be placed on the inside of file covers so that the file numbers of auxiliary offices may be placed thereon. You may be interested to know that similar proposals have been considered numerous times in the past and not adopted. It was decided the cost for printing both sides of these covers was not warranted since only a few such offices are involved in most cases.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 9
NOV 17 1966
COMM-FBI

RECD-READING ROOM
FBI
NOV 17 2 48 PM

2 - Seattle
1 - Field personnel file
1 - Suggestion file

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

Your attention is called to the Manual of Rules and Regulations, Part II, Section 3, page 7a, item 2f, wherein it states that the file numbers for auxiliary offices may be entered in longhand on the inside of the file cover in the right-hand corner. The cost for printing both sides of this item is not warranted; however, the procedure as outlined above should prove beneficial in your office if it is not being used at the present time.

1 - Personnel file of [redacted]

MAIL ROOM ☐ TELETYPE UNIT ☐

MML:mem
(6)

(Suggestion 401-67 dated 11/10/66)

(CONTINUED - OVER)

[redacted]

b6
b7C

NOTE: Suggests inside of top file cover be printed with lines so that file numbers for auxiliary offices may be placed thereon.

The idea that a list of offices with lines be placed on these file covers has been considered numerous times and not adopted. Increased cost of printing is not warranted inasmuch as in most cases only a few auxiliary offices are involved and complete listing would be unnecessary. While current suggestion only calls for lines, cost would still be involved. Time would be consumed in transferring data from one front to another in the event the front becomes damaged. Present practice of being able to enter these numbers in longhand, as pointed out to SAC, is sufficient. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#401-67

Date
11/10/66

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | b6 b7C |

SUGGESTION

It is suggested that the inside of the top file cover be printed with lines so that the offices could place thereon the file numbers of auxiliary offices.

0 Files

Current practice or rule (Include manual citation as well as facts)

None

Advantages of suggestion and annual savings (include basis for estimate)

This would be of great assistance to agents, typists and stenographers working with files since in all outgoing communications where known, the file numbers of the offices receiving the communications are to be indicated. It would save time in reviewing the file to obtain this information.

NOV 18 1966

Disadvantages of suggestion

None

EX 101

REC 17 66-2319-185

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Clerk-Stens
Signature and Title of Suggester

Recommendations and comments of Division Head I recommend this be adopted. It would save time in the sending office, and it would make possible the saving of time in the receiving office since it would be unnecessary to search the incoming correspondence through indices. My recommendation is favorable.

Signature and Title

(Do not write in this space - for Bureau use only)

1 ENCLOSURE 9 duty suggestions Routed 11/17/66 ML

"ENCL. BEHIND FILE" 5 NOV 18 1966

November 21, 1966

PERSONAL

REC-4 66-2319-1

ST-11

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear Miss Wolfe:

Your suggestion has been received concerning a method for preparing used file fronts which are in good condition so that they may be then utilized as backs. I am sure you will be interested to know that similar proposals have been considered in the past and not adopted because of the disadvantages involved. It is felt the work involved in converting the fronts in this fashion is not warranted.

The thoughtfulness and interest which prompted you to submit your idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

NOV 21 5 52 PM FBI

MAILED 5
NOV 22 1966
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of [redacted]
ML:mem
(5)

(Suggestion 412-67 dated 11/15/66)

NOTE: Suggests file fronts that are still in good condition be reversed, holes punched at the top, file number, etc., marked through and then that they be reused as file backs.

(CONTINUED - OVER)

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

385

MAIL ROOM ☐ TELETYPE UNIT ☐

01 DEC 1 1966

[redacted]

b6
b7C

Several ideas regarding this matter have been considered in the past and not adopted. Of course, objections which apply to this procedure in field offices are not applicable to SOG files. Files and Communications Division oppose adoption pointing out file fronts are usually worn when they are no longer needed for the one file. To convert a file front to a useable back, considerable clerical work would be involved in cutting to appropriate size, punching holes, and crossing through file numbers. This operation would have to be checked closely to be certain numbers crossed through and old front was used as suggested. Mail might be filed under a completely wrong number if number not crossed out properly or back inadvertently reused as front. Acco fasteners are embedded in present backs whereas holes would have to be punched in old file fronts and separate fasteners placed in backs. Clerical time involved would more than offset any anticipated saving due to reuse of file fronts. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-21-59)

#412-67

Date: 11/15/66

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Files & Communications |

b6
b7C

SUGGESTION

Files

That file fronts that are still in good condition not be thrown away but that they be reversed, holes punched at the top, file number, etc. be marked through and then use these fronts for backs of files. See Example attached.

Current practice or rule (Include manual citation as well as facts)

During the Rehabilitation of files where there is actual destruction of mail and numerous sections are reduced to a few, the pro-
(continued on next page)

Advantages of suggestion and annual savings (include basis for estimate)

I do not know of any advantages to this suggestion but there would be a savings in money because less file backs would be needed. These file fronts cost approximately ~~forty-one~~ FIVE cents each.

Disadvantages of suggestion

Time consumed in punching the holes and crossing through markings.

(The use by the United States of my suggestion shall not form the bas[redacted]re by me, my heirs, or assigns upon the United States. I understand that I will be considere[redacted] my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

File Supervisor
Title of Suggester

Recommendations and comments of Division Head

Unfavorable
(See Comments Page Three)

ST-113 REC-4 66-2319-181

Signature and Title

(Do not write in this space - for Bureau use only)

"ENCL. BEHIND FILE"

ENCLOSURE get back 11/21/66 MLS

NOV 28 1966

2 yrs

cedure is to throw away the fronts no longer needed. As an example 56 sections of file 105-16424 sub 228 were reduced to 2 sections. Out of these 56 sections there were 22 fronts that were in good condition and could be used under the suggested procedure.

Employee Suggestion, FD-252
Submitted by [redacted] b6 b7C
Files and Communications Division

COMMENTS:

Supervisory personnel, Records Branch, do not favor the adoption of [redacted] proposal. Except in unusual situations such as the one cited by [redacted] the file fronts that are no longer usable for the purpose which made are likewise not usable as a file back. In addition, to convert a file front to a usable file back would require considerable clerical work including the cutting of the front to proper file size, punching of holes, and the crossing through of file numbers. Extremely close checking of this operation would be essential because if a number was not properly crossed through and the old front was improperly used as a back, we could come up with mail being filed under the completely wrong number and such would be most difficult to uncover. In addition to the above, the file backs now used have an impregnated Acco fastener. To utilize the suggested procedure would require that the fasteners be inserted through the punched holes.

MORE THAN 5¢ WORTH

ST

LEB:ifc
(6)

REC 13 62-2319-187

December 22, 1966

PERSONAL

EX-110

b6
b7C

[redacted]

Federal Bureau of Investigation
Philadelphia, Pennsylvania

Dear [redacted]

Thank you for the suggestion that reversible file covers in red with brown on the opposite side be utilized on all pending files when they are opened. I am sure you will be interested to know that colored file fronts to indicate various circumstances have been considered in the past and not adopted because of the additional expense involved. It is felt the present system for marking files is entirely adequate.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 5
DEC
COMM-FBI

2 - Philadelphia
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

MML:mem
(6)
NOTE: (Suggestion 530-67 dated 12/16/66) Suggests use of reversible red covers with standard brown cover on reverse side on all pending files as they are opened to distinguish a pending file from a closed file and decrease possibility of pending files being inadvertently filed in Closed Files Section.

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

30 JAN 6 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

b6
b7C

SAC Jamieson, Philadelphia, advised the benefits to be derived from this idea would not be sufficient to overcome cost of putting it into effect. Similar proposals have been considered on numerous occasions in the past concerning use of color to designate various situations, such as, fugitives, stops, etc. It was pointed out colored file fronts are not on the general schedule and would have to be obtained from outside supplier making them more expensive. Clerical work would be increased in changing fronts as the status of the file changes. If reliance were placed on color only, erroneous handling could occur. With regard to current procedure, the status of case is marked in the lower right corner of the cover of a file showing whether it is closed, referred upon completion, pending inactive, etc. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#530-64

Date: 12/16/66

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Philadelphia

b6
b7C

SUGGESTION

To readily distinguish a pending file from a closed file and thus diminish the possibility of pending files being inadvertently filed in the Closed Files Section, it is recommended that a reversible red file cover with standard brown Bureau cover on reverse side be placed on all pending files as they are opened.

File

#4

Current practice or rule (Include manual citation as well as facts)

Reuse of file fronts as backs (II-S-7a)

Advantages of suggestion and annual savings (include basis for estimate)

Facilitate location of pending files in transit through office and prevent misfiling in Closed Files Section. Reduce time and effort made to locate pending files for matching of incoming correspondence and requests by Supervisors and other personnel. It is felt that the cost and stocking of different colored file fronts would offset the small advantage to be gained.

REC 13 66-2319-187

Disadvantages of suggestion

Initial cost of red file cover.

12 DEC 27 1966

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered on is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Clerk

Recommendations and comments of Division Head

It is not believed that the benefits received in the event this suggestion is adopted would be sufficient to overcome the cost of putting it into effect.

J. D. Johnson

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

3-Bureau 2 Det Survey Desk
2-Philadelphia
GHD:CJK
(5)

Detach 12/22/66 MLimmer

TYPO

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 1-4-67

FROM : L. E. Short

SUBJECT: FORM 4-94

0 FILES

Form 4-94 is used in the Consolidation Unit of the Records Branch to indicate the serials which have been removed from file and destroyed. It is requested that the wording on this form be revised per attached sample.

b6
b7C

A requisition for a supply of the revised form is attached.

RECOMMENDATION:

That this memorandum with attachments be forwarded to the Forms Desk, Training Division, for appropriate action.

RVM:bpr
(3)

Enclosures

3 ENCLOSURE

REC- 50 66-2319-18

EX-115

Revision of 4-94 noted in Div TV Forms Branch 1-5-67

JAN 19 1967

77 JAN 26 1967

4-94 (Rev. 9-24-64)

SUBJECT _____ FILE NO. _____

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

DATE _____

INITIALS _____

66-2319—188

ENCLOSURE

CURRENT 4-94

Encl memo Shaw to Tamm
RVM:lm 1-4-64

4-94 (Rev. 1-4-67)

2''

SUBJECT _____ FILE NO. _____

ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE "SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

(TAB CARD IN THE NUMBERING UNIT INDICATES ACTION TAKEN)

DATE _____

INITIALS _____

66-2-319-188

ENCLOSURE

Enclosure Memo Short to Jamel
RVM:bw 1-4-67

PROPOSED REVISED 4-94

4-94 (Rev. 1-4-67)

(SUBJECT) (FILE NO.)

ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE "SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

(TAB CARD IN THE NUMBERING UNIT INDICATES ACTION TAKEN)

DATE

INITIALS

66-2319-188

ENCLOSURE Serials 1 thru 14 1/4/67 memo to Jr

PRINTED REVISED 4-94

February 6, 1967

PERSONAL

REC-3 66-2319-689

[redacted]

Federal Bureau of Investigation
Houston, Texas

Dear [redacted]

Use of

I have received your suggestion that exhibit envelopes be utilized as file backs. After careful evaluation, it has been decided our present procedure is preferred since these backs provide more protection for the material in file.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 19
FEB 6 1967
COMM-FBI

FEB 6 4 11 PM '67
FBI
REC'D-READING ROOM

2 - Houston
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
ML:mem
(6)

(Suggestion 65367 dated 1/30/67)

NOTE: Suggests back file covers be eliminated and replaced with the Manila envelopes now being used as exhibit envelopes.

Files and Communications and Training Divisions oppose adoption as did SAC Whaley, Houston. Idea would not be practical due to the

(CONTINUED - OVER)

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

FEB 14 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

[redacted]

b6
b7C

problems involved in filing and handling files. The file back now contains impregnated prongs to preclude tearing material and exhibit envelopes could not be obtained in this fashion. We use the best heavy card material which can be obtained for these backs due to the usage files receive. In addition, when several exhibits are placed in envelope, shape is changed, it becomes bulky and would be a poor substitute for rigid file back.

Employee Suggestion
FD-25 (Rev. 9-11-59)

#653-64

Date: 1/30/67

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | Houston |

b6
b7C

SUGGESTION

file

It is suggested back/covers be eliminated and replaced with the 8 x 10 manila envelope presently being used as an exhibit envelope.

Files

EXPEDITE 67 FEB 2 1967

Current practice or rule (Include manual citation as well as facts)

Each file has a front and back cover and, where an exhibit is in file, an 8 x 10 manila envelope is placed in the file.

38

Advantages of suggestion and annual savings (include basis for estimate)

Practically all TFIS, ITSP, BR, UFAP cases will have exhibits and also a great number of other type cases. The file is made up with a front and back cover and when an exhibit is received, the clerk must open up the file and insert the exhibit envelope.

It is felt the back cover is unnecessary as the exhibit envelope is strong enough to be a backing and the use of the back cover can be eliminated and this cost saved. Another savings would be affected by eliminating the extra step of the clerk inserting the exhibit envelope in well over 75 % of all cases.

Disadvantages of suggestion

The manila envelope might not be as strong as the back cover but it is felt it could be made of stronger paper or just the holes reinforced if necessary.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered f[illegible]n is adopted within two years after submission.)

[x] Mr. [ ] Mrs. [ ] Miss [redacted] er

Recommendations and comments of Division Head

It does not appear that this suggestion would be practical in view of the problems involved in filing and handling. Recommendation unfavorable.

Wesley T. Wheeler
Signature and Title - SAC

(Do not write in this space - for Bureau use only)

66-2319-489
FEB 7

REC-3

detach 2/6/67
ML

[redacted]

TWO

66-2319-190

REC-114

February 21, 1967

PERSONAL

[redacted]

Federal Bureau of Investigation
Pittsburgh, Pennsylvania

b6
b7C

Dear [redacted]

I have received your suggestion that a particular product be utilized by our offices in preparing files which will be located on open shelves. This matter was thoroughly evaluated at the time our current procedures in this regard were placed into effect and it was decided the expense involved was not warranted. In addition, the file ends are more durable and more easily adaptable to the varying thicknesses of the consolidated files than the commercial product.

The interest which led you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 6
FEB 21 1967
COMM-FBI

2 - Pittsburgh
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

Tolson
DeLoach
Mohr
Wick
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

MAR 2 1967

ML:mem
(6)

(Suggestion 691-67 dated 2/16/67)

NOTE: Suggests use of a prescored "file end-fold cover," which has been made by the Remington Rand Corporation for Pittsburgh Office for use in preparing closed, consolidated files in offices having open-shelf filing.

(CONTINUED - OVER)

[redacted]

b6
b7C

[redacted] was one of two original suggesters for use of this type of file end on consolidated volumes. At that time (7/1/63), a six-month trial of this method was made by Houston Office and the Inspection Staff thoroughly evaluated the commercial product as compared to preparation of these ends by our personnel in field offices. Since the commercial product was quite expensive, it was decided that file ends be made from our present file backs by cutting a strip the desired size and folding to create a file end due to the advantages set forth in above letter to suggester. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#191-64

Date: 2/16/67

b6
b7C

To: Director, FBI

From: (Suggester's name)

Division of Assignment: PITTSBURGH

SUGGESTION

That the enclosed sample of a pre-scored "file end-fold cover", which has been made by the Remington Rand Corporation for the Pittsburgh Office be utilized in connection with closed, consolidated files in offices having open shelf filing. The sample end-fold cover would replace the present system of preparing and placing the present end-tags on above files, which is time consuming.

0 Files

Current practice or rule (Include manual citation as well as facts)

SAC ltr. 7/9/63, 63-33. File ends, of desired width, may be made from file backs and placed over acco fasteners as the first and last item on the fastener to create a durable end for each file.

Advantages of suggestion and annual savings (Include basis for estimate)

Advantage of suggestion will afford a uniform method throughout Field for end numbering on closed consolidated files. It will also eliminate clerical time required cutting, scoring, hole punching and stapeling the end tags to the backs of the closed consolidated file.

Continued -

Disadvantages of suggestion

There appears to be no disadvantage to this suggestion, as it will afford a uniform system throughout the field and at the same time save clerical time.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Chief Clerk
Suggester

Recommendations and comments of Division Head

Suggestion appears to be a practical one, and if adopted would be uniform throughout the Field and would also lead to savings to the Bureau. Recommended.

Signature and Title: SAC

(Do not write in this space - for Bureau use only)

66-2319-

"ENCL. BEHIND FILE"

ENCLOSURE

REC- 114

10 FEB

Advantages of suggestion and annual savings continued.

Below approximate cost comparison figures are arrived at on basis of purchases of 20,000 lots.

Cost of present method

1. Clerical (GS3) time to cut score, punch and place end tag on consolidated file 1-1/8 min. or .06 per file — .06
2. Cost of 1 cover and back — .0425

10¼¢

Proposed cost

1. Clerical time — 0
2. Cost of one end-fold cover — .10

10¢

Savings of ¼¢ per consolidated file.

The file covers and backs which are removed from the files to be consolidated could be reused for opening new cases.

August 9, 1967

PERSONAL

REC-61 66-2319-[illegible]

[redacted]

Federal Bureau of Investigation
Dallas, Texas

b6
b7C

Dear [redacted]

ONE EIGHT NAUGHT DAYS

Thank you for the suggestion that our rules be changed to permit the retention of serials for a particular period of time without having to recharge or return them. As a matter of possible interest to you, similar proposals have been considered in the past and not adopted. It is believed the present rule discourages any tendency to retain serials unnecessarily and helps to prevent losses or to discover them more quickly if they should occur.

Although favorable action was not taken in this instance, I appreciate the interest you displayed in giving me the benefit of your observations on this matter.

Sincerely yours,

J. Edgar Hoover

MAILED 13
AUG 9 1967
COMM-FBI

2 - Dallas
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MLML:mem
(6)

62 AUG 14 1967

NOTE: (Suggestion 66-68 dated 8/3/67)
Suggests rule that serials can only be charged out to an agent for 45 days with one recharge allowed be changed to permit the agent to keep serials without any recharge for 180 days.

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

b6
b7C

Similar ideas have been considered in past and not adopted. Present rule discourages any tendency to retain serials unnecessarily and helps to prevent losses or to discover them more quickly if they occur. Files should be maintained as complete as possible at all times for benefit of office and supervisors. At present, a serial may be recharged once and this automatically causes the agent to review the matter at hand to ascertain if all necessary action is being taken. The 45-day rule helps to maintain a tighter control over files and this is deemed to be in best interest of our operations. The longer a serial remains out of file, the more likelihood of its becoming lost. In addition, the line must be drawn at some period of time and the 45-day rule is considered to be appropriate since bulk of our cases are handled within this period of time. Training Division recommends idea not be adopted.

Employee Suggestion
FD-263 (Rev. 9-11-59)

#66-68

Date: 8/3/67

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | DALLAS |

SUGGESTION

It is suggested that the rule that serials can only be charged out to an Agent for 45 days with one recharge allowed be changed to allow the Agent to keep the serials without any recharge for 180 days. It is pointed out that in most complicated and involved cases, and in particular, accounting type cases, that because of the 45-day rule, serials have to be recharged two and three times during the course of the investigation. This is created because of the following reasons:

(Continued on pages 2 and 3.)

0 FILES

Current practice or rule (Include manual citation as well as facts) According to Part II, 3D, paragraph 7F on page 11b of the Manual of Rules and Regulations, it is stated that serials may be charged out "45 calendar days,"

(Continued on page 3.)

Advantages of suggestion and annual savings (include basis for estimate)

The advantages of the suggestion are twofold:

1. To eliminate some work in the Chief Clerk's Office.
2. To save an Agent time in the recharging of serials during the course of an investigation.

Disadvantages of suggestion

The writer can see no disadvantages to extending the 45-day rule, mainly, because there is always a copy of each serial in the file for the supervisor's review.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss [redacted] Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head

I believe this suggestion has merit, but I would recommend 90 days without a recharge, and then one recharge for 90 days.

J. Gordon Shanklin
Special Agent in Charge

(Do not write in this space - for Bureau use only)

66-2318-191

REC-61
ST-106

10 AUG [redacted]

8/9/67

DL 66-1466

(Suggestion continued.)

Upon completion of the investigation, the matter is presented to the USA for his prosecutive opinion and after presentation for the prosecutive opinion, it is from 30 to 90 days before the matter is presented to a Federal Grand Jury. This is caused due to the fact that Federal Grand Juries are only convened periodically in the smaller divisions.

After the presentation to the Federal Grand Jury, the serials and exhibits are then needed for pretrial conference with the USA and subsequently for trial. It is noted that between the return of an indictment by a Federal Grand Jury and the trial date, that serials and exhibits would have to be returned to file and again charged out for trial under the current 45-day rule.

In the case of Resident Agents, this is a particular drawback and handicap. When the USA requests some information or the clarification of a matter, the Agent then has to request the Headquarters Office to furnish serials and/or exhibits which are not in possession of the Agent handling the case.

It is further noted that in the many type of classifications where the 90-day report rule is in effect, that serials have to be recharged or returned to file that will be used when the Agent prepares a report at the end of 90 days, and this certainly causes unnecessary returning and recharging of serials in these particular classifications.

Here again, it is particularly true of the Resident Agent in his preparing of reports where the file is not readily available.

It is further noted that in addition, in fugitive type cases, as an example, the photograph of a subject is normally needed by an Agent to whom the case is assigned for his investigation; and in many cases, the photograph is needed for much longer than the 45 days which is the current rule for recharging serials or returning them to file.

There does not appear to be any real reason for the recharging of serials within 45 days, as there is a copy of each communication in the file for the supervisor of the case and the recharging of serials every 45 days appears to create unnecessary work on the Chief Clerk's Office.

It is the opinion of the writer that the Agent to whom a case is assigned should be able to, if he so desires, keep copies of any serials in a matter which he is investigating until the case is closed.

If the Bureau does not desire to consider changing the charge out rule from 45 days to 180 days, it is respectfully suggested that consideration be given to changing the rule to 90 days.

(Current practice or rule continued.)

If transferred, recharge them. On the 45th day, the person to whom charged must submit recharge if retained. One recharge is permitted.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel ST

DATE: 8-23-67

FROM : L. E. Short

SUBJECT: ~~FILE~~ FILE INVENTORY - LOCATES

The results of the recharge of files conducted on 7-28-67 have been tabulated and reflect that sixteen files and three enclosures are unaccounted for at the present time.

As a result of the last previous recharge on 4-28-67, forty files and six enclosures were unaccounted for. However, thirty-three files and five enclosures were found leaving a total of seven files and one enclosure on locate. From the file inventory on 7-28-67, nine files and two enclosures were added to the list of items unaccounted for. These locates receive constant attention and every effort is being exerted to find or otherwise account for each of the nineteen items.

RECOMMENDATION:

For information.

LWB:jam
(4)

ST 8/24

REC-96 62319-192

ST-103

28 AUG 25 1967

706
56 SEP 6 1967

RECORDS

Form 42-01
(Rev. 7-10-67)

UNITED STATES GOVERNMENT

DEPARTMENT OF JUSTICE

# *Memorandum*

TO : Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation

DATE: August 8, 1967

FROM : R. F. Albrecht
Chief, Employee Relations Section

SUBJECT: Suggestions CS 68-7, CS 68-8, CS 68-9

Files

| | |
|---|---|
| Mr. Tolson | |
| Mr. DeLoach | |
| Mr. Mohr | ✓ |
| Mr. Bishop | |
| Mr. Casper | ✓ |
| Mr. Callahan | ✓ |
| Mr. Conrad | |
| Mr. Felt | |
| Mr. Gale | |
| Mr. Rosen | |
| Mr. Sullivan | |
| Mr. Tavel | |
| Mr. Trotter | |
| Tele. Room | |
| Miss Holmes | |
| Miss Gandy | |

The attached employee suggestion is referred to you for investigation and a specific recommendation for or against its adoption.

If your recommendation is favorable, please indicate the estimated savings for the first full year of operation or, where savings cannot be estimated, the amount of award that would be appropriate. If the suggestion is not recommended for adoption the reasons should be clearly stated so the information may be quoted to the employee.

In the event a complete evaluation cannot be made, please consider a tentative rejection, giving the appropriate reasons and a commitment to reopen the file at a later date, if warranted.

Please forward your recommendation by August 25, 1967, to the personnel office in order that the processing of the suggestion may not be delayed.

Your continued cooperation will be appreciated, as the timely evaluation of employee suggestions helps a great deal in promoting and maintaining interest in the Incentive Awards Program.

66-2319-

NOT RECORDED
167 AUG 28 1967

25 AUG 10 1967

9 ENCLOSURES

79 SEP 5- 1967

b6
b7C

ORIGINAL FILED IN

66-3629-381

b6
b7C

[redacted]

8/18/67

Assistant Attorney General for Administration

Director, FBI 66-2319-193

REC 4

INTERDEPARTMENTAL SUGGESTION CS 68-7

Reference is made to the captioned suggestion which was forwarded to the FBI by Form No. AD-91 dated August 8, 1967.

The suggester proposed that only the spindle, or prong, portions of Acco fasteners be used in files. From prior experience, we have found that such a practice was totally unacceptable since material would not remain securely in the files. As a matter of possible interest, we purchase file covers and backs with locking portion already attached to the former and the prong portion to the latter. This has proven very satisfactory to our operations.

Your thoughtfulness in submitting this suggestion for our consideration is appreciated.

JER:mem
(4)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, 8/17/67, re: Interdepartmental Suggestions CS 68-7, CS 68-8, CS 68-9, JER:mem.

ORIGINAL FILED IN 66-3629-

MAILED 3
AUG 18 1967
COMM-FBI

14 AUG 25 1967

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

65 SEP 5 1967

MAIL ROOM ☑ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO: Mr. Mohr

DATE: 8/17/67

FROM: J. J. Casper

SUBJECT: INTERDEPARTMENTAL SUGGESTIONS
CS 68-7, CS 68-8, CS 68-9

By letter dated August 8, 1967, the Department forwarded three suggestions for our consideration and recommendations.

CS 68-7: Proposed that only the spindle, or prong, portions of Acco fasteners be used in filing and the compressors not be used. To fasten filed material it would only be necessary to bend the prongs from vertical to horizontal position.

Files and Communications Division advised we have found from prior experience, the suggested procedure was totally unacceptable since material would not remain securely in the files. At present we purchase file covers and backs with the locking portion and prong portion respectively attached. This has proven very successful. For these reasons the suggested procedure is unsuitable for us.

CS 68-8: Proposed that Model 914 and Model 2400 Xerox Machines be modified by placing straps or tape between the paper-receiving tray and also the paper transport unit of the machines to prevent breaches of security caused by having copies of classified material failing to be ejected and remaining in the machines unsecured until such time as machines are serviced.

Administrative Division advised we have never encountered the difficulty described by the suggester in connection with our machines hence they were in no position to make a definite recommendation pro or con. Training Division does not believe the modifications are necessary since our procedure of accounting for copies of material reproduced makes it unlikely that copies would remain overlooked in the machine.

CS 68-9: Proposed that GSA Retail Stores stock the take-up spools for typewriter ribbons for all makes of typewriters. In this way substantial savings in service calls could be effected when the spools must be repaired or replaced.

66-2319-193

NOT RECORDED
167 AUG 28 1967

Enclosures (3) Sent 8-18-67

JER:mem
(2)

(CONTINUED - OVER)

AUG 25 1967

ORIGINAL FILED IN 66-2319-302

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 8-24-67

FROM : L. E. Short

SUBJECT: CHARGE-OUT OF FILES
FILES AND COMMUNICATIONS DIVISION

During the last inspection of Files and Communications Division, it was suggested an appropriate survey be conducted to determine if the utilization of a duplicate charge-out form, with any necessary modifications, would be feasible and more economical than the present system utilized in the Filing Unit. This same suggestion had been made several times in the past and previous efforts to combine the charge-out slip (Form 4-5) and the serial marker (Form 4-49) have not been successful. However, it was agreed that a new comprehensive survey would be made in an effort to once again objectively resolve this question.

The Filing Unit has fully explored the Inspector's suggestion and has again determined that the idea is not feasible for many reasons regardless of cost considerations, which would not be any less than the present system. An explanation of the present system is set forth below, followed by an analysis of the problems that would be encountered if an appropriately modified duplicate charge-out was utilized in place of the serial marker presently used for file delivery purposes.

PRESENT PROCEDURE:

REC-47 EX-103 66-2319-199

Requests for files are recorded on a charge-out slip (Form 4-5) prepared by the requesting employee or by employees assigned to the Filing Unit to handle telephone calls requesting such files. The charge-out slip is then quickly transported by pneumatic tubes from the central File Request and Transfer Desk to the appropriate subunit File Request Desk servicing the classification of the file requested. Upon receipt of the request, the subunit File Request Desk employee prepares a serial marker (Form 4-49) in connection with other duties and clips the two forms to a charge-out card. An employee assigned to pull files then removes the requested file from the cabinet, places the charge-out therein, and the serial marker is inserted in the file to mark a serial or is clipped to the file if no specific serial is requested. The serial marker form contains information concerning method of delivery, date the file was pulled, name and room number of the requesting employee, subject of the file, serial desired, and a notation block if the file is to be looked up to date.

3 ENCLOSURES

14 AUG 29 1967

Enclosures
LWB:jam;ifc
(3)

66 SEP 5 1967

CONTINUED - OVER

The basic data such as method of delivery and date are mechanically stamped on the serial marker in advance by the use of a tickometer. However, the employee handling telephone duties on the subunit File Request Desk copies the supervisor's name, room number, and subject matter on the serial marker from information on the charge out slip. The Inspector felt that the copying of this information could be eliminated if the charge out slip and serial marker could be combined into one form prepared in duplicate. The original could be utilized as a charge out in the cabinet when a file is removed and the duplicate could be utilized as a serial marker or routing designator. The Inspector estimated that this would eliminate executing approximately 4,000 serial markers per day which requires in excess of 16 hours per day or two clerical days at the rate of four serial markers per minute. However, this apparently did not take into consideration that the employees who do this work on the various subunit File Request Desks must, of necessity, remain at the desks to handle telephone coverage and that they must be kept occupied between telephone calls. Direct calls to the individual subunits are not so numerous that they would normally cause a delay in the handling of file requests. Also, no improvement in service could be expected if the execution of a serial marker was eliminated because the suggested system would delay substantially the pulling of files inasmuch as it would be necessary to perform additional clerical functions to separate charge out slips, dispose of carbon paper (unless expensive NCR paper used), and possibly a perforated portion of the form. This system still would not eliminate the need for serial markers, particularly where more than one serial in a file is requested although such serial markers would not need to be fully executed.

Considerable thought was devoted to a possible modification of the charge out and serial marker forms. Exhibit A attached displays the current forms and Exhibits B and C attached are two samples of various modifications considered in an attempt to successfully combine these two forms for the purpose suggested by the Inspector. Exhibits B and C are not satisfactory for use to be executed at the same time because of several problems. Both samples would have to be made on carbonless paper such as NCR because of the housekeeping problem that would otherwise be created by over 4,000 pieces of carbon paper being discarded in the files area every day. These would therefore be considerably more expensive than the present forms. Also, duplicate forms would not be needed for an average of nearly 1,000 file transfers executed daily on charge out slips, so there would be a considerable waste daily of expensive forms or it would be necessary to stock a supply of the present charge outs for this purpose.

(CONTINUED-OVER)

Sample B presents a problem for employees receiving rapid telephone requests for files inasmuch as they must take one duplicate form off the stack at a time or the impression will be transmitted through two or three carbon copies of forms if they write on top of a stack of forms as they do normally. Sample B is not large enough to serve as a serial marker and it would often get lost if placed in file as a serial marker. It would therefore be necessary to clip Sample B to the file and indicate the serial by inserting a serial marker form with only the serial number written thereon. In connection with sorting files for delivery as well as the actual function of delivering the files, it would be necessary to physically handle each and every file because the delivery data would be attached to the top of the file. Presently the serial marker is clearly visible inasmuch as it extends beyond the edge of the file and even though files are stacked on trucks, pertinent data is available without handling each file. Supervisors also review this information on serial markers by looking in their office cabinet drawers when checking files to comply with the Bureau's rule concerning the retention of files for a period exceeding five days.

Sample C overcomes the problem of the carbon impression being transmitted through other copies of forms since the serial marker copy is of heavy paper stock, and it would also provide a ten-inch long serial marker as well as a charge out form. However, the serial marker portion of this form is too large for transporting in the pneumatic tube system. From experiments conducted with Samples B and C, it appears that the chance of human error in copying information on the serial marker from the charge out is actually less than the illegibility problem existing with carbon copies. If an illegible carbon copy is used as the charge out, the location of the file may not be known; and if the illegible carbon copy is used as the serial marker or delivery slip, the file may be delayed or delivered to the wrong room number. If either Sample B or C were used with NCR paper, these forms would have to be printed outside the Bureau by Government Printing Office and a supply could not be obtained quickly in case of emergency as it would take 60 to 90 days to receive an order. Also, the Administrative Division has previously advised that it is impractical to use light and heavy paper stock together in forms such as Sample C.

Another problem with both Samples B and C is that the carbon paper will not transmit a rubber stamped impression on the carbon copy and this would slow down operations as a rubber stamp is used to prepare charge outs on large specials. A duplicate charge out system would also require that supervisors who now execute file requests on charge out slips either stamp both copies or prepare them in longhand.

(CONTINUED-OVER)

Memo L. E. Short to Mr. Tavel 8-24-67
Re: INSPECTION
FILES AND COMMUNICATIONS DIVISION

Similar suggestions have been submitted on three previous occasions and have not been adopted. One submitted on 10-6-53 by [redacted] of the Records Branch was considered by the Executives Conference memo dated 11-5-53 (66-818-3668). The Conference was unanimously opposed to the suggestion and recommended unfavorably because of the expense involved in preparing a combined file charge out and serial marker with carbon between the two. A similar suggestion was again submitted in November, 1956, by SA [redacted] Investigative Division (66-2319-64). By memo from Mr. Short to Mr. Nichols dated 12-10-56 (66-2319-62) the observations of the Records Branch were set out in detail, and by memo from Mr. Tamm to Mr. Tolson dated 12-12-56 (66-2319-63) it was recommended that SA Adams' suggestion not be adopted. On 6-5-59 SA [redacted] of the Investigative Division submitted a similar suggestion (66-7294-232) and it was not adopted for reasons set forth in memo from W. G. Eames to Mr. McGuire dated 6-18-59 (66-7294-233). The disadvantages to combining the charge out slip and serial marker form were practically the same then as they are today and the reasons for not adopting these suggestions still appear valid.

b6
b7C

RECOMMENDATION:

That this memo be referred to the Inspection Division for information and that no further consideration be given to the utilization of a duplicate charge out form for the purpose of combining Forms 4-5 and 4-49.

ST 8/24




EXHIBIT B - SAMPLE COMBINED FORM CONSIDERED
(Combined charge out and serial marker in duplicate)

Memo L. E. Short to Mr. Tavel; 8-24-67; LWB:jam; 4

Serials in File ____

Up to date with ____

Looked UTD by ____

Serial not in File ____

☐ Abstract not in File (Red Serial)

☐ There will be no abstract (Green Serial)

TRANSFER - CALL SLIP
421. HANDLE FILE WITH CARE

4-49 (Rev. 2-18-63)

| Serial | Subject | Name |
|---|---|---|
| | | |
| UTD | | Room |

AUG 24 -67

4-5 (Rev. 5-10-56)

| Number | | Serials | | UTD |
|---|---|---|---|---|
| Section | From | To | Copy | |
| Name | | Room | Date | |
| Subject | | | | |
| Special | Next Delivery | Regular | Clerk | Transfer |
| File Out To | | | Room | |
| Date | Subject | | | |

TO BE FORWARDED

| Name | Room | Subject |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Charge Out

EXHIBIT A - CURRENT FORMS

-Serial Marker

Memo 2-5 Sh. t to Mr. Tavel, 8-24-67, WB:jam;k

EXHIBIT C -
SAMPLE COMBINED
FORM CONSIDERED
(Combined charge
out and serial
marker - 2 forms
executed same
time by carbon
or NCR paper -
light & heavy
stock combined)
Memo R.E. Short to
Mr. Tamm, 4-24-67;
Lwb:jam; jc

FD-247 (REV. 3-27-59)

☆ U.S. GOVERNMENT PRINTING OFFICE: 1966—212-... 150478

Serials in File: Fi...
Up to date with: ...
Looked UTD by: ...
Serial not in File: ...
☐ Abstract in File (Red Serial)
☐ There will be no abstract (Green Serial)

4-49 (Rev. 9-16-63)

TRANSFER A...CA...
421. HANDLE FI...
WITH CARE

| Number | | Serials | Date |
|---|---|---|---|
| Section | Name | | Room |
| From | Subject | | Special ☐ |
| To | | | Next Delivery ☐ |
| Copy | Clerk | Transfer | Regular ☐ |
| | | | UTD ☐ |
| File Out To | | | Room |
| Date | Subject | | |

TO BE FORWARDED

| Name | Room | Subject |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

August 30, 1967

PERSONAL

REC-44 66-2319—195

b6
b7C

[redacted]

Federal Bureau of Investigation
New York, New York

Dear [redacted]

I have received your suggestion concerning the use of file fasteners which would permit access to serials for removal either from the top or bottom of the file. After careful consideration it has been decided that the benefits of your proposal are outweighed by the disadvantages such as increased cost, possible extra bulk, and the fact that, at most, it would be effective for only half of the file.

Although your idea was not adopted in this instance, I appreciate the interest and initiative which prompted you to submit it.

Sincerely yours,
J. Edgar Hoover

MAILED 30
AUG 30 1967
COMM-FBI

2 - New York
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of [redacted]
JER:mem
(6)

(Suggestion 130-68 dated 8/22/67)
NOTE: Suggests use of file fasteners which would permit removal of serials either from top or bottom of file.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Contad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

SEP 5 1967
MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

[redacted]

b6
b7C

Training Division is opposed for reasons set forth in reply to suggester. Most feasible ways of achieving results of idea would require use of ring-type binder or some sort of double Acco fastener either of which would be more expensive, require additional filing space, and possibly cause more wear and tear on files. As noted, benefits would diminish proportionately as center of file was approached.

Employee Suggestion
FD-252 (11-14-55)

130-68
5 NH

Date: 8/22/67

To: Director, FBI

From:

Employee assigned to (Division): NEW YORK

b6
b7C

SUGGESTION

It is suggested that the Bureau employ on a field-wide basis a file fastener which can be opened either on the top or bottom of the file to permit removal of serials from either the top or bottom of the file.

Current practice or rule (Include manual citation as well as facts)

Current practice involves use of a fastener which only permits removal of serials from a file from the top.

Advantages of suggestion.

(see attached page)

0 FILES

37

40 AUG 28 1967

Disadvantages of suggestion

None

Annual Savings (Show basis for estimate)

Cannot be estimated

REC-44 66-2319-195

8 AUG 28 1967

FBI

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature whatsoever against the United States or any of its officers or employees, and I hereby release all claims I may have against the United States or any of its officers or employees which arise from the use by the United States of my suggestion, and I agree that my suggestion and all rights which I assign upon the United States)

[ ] Mr. [ ] Mrs. [X] Miss

Suggester

Recommendations and comments of Division Head

(see attached page)

8/30/67

JER:lmam

Victor Purpus, SAC

Signature and Title

NY

Advantages of Suggestion

It would be possible in files containing numerous serials to remove a serial from the top half of the file by removing the top cover of the file, while removing a serial from the bottom of the file by removing the bottom cover of the file. This would also alleviate the necessity for removing a large number of serials from the file to obtain one of the earlier serials placed in a file and should avoid some of the damage which now results when serials are removed from a file and then replaced. Use of a device which would permit a file to be opened from both ends should also result in a saving of time on the part of clerical personnel when removing serials from a file. This would be particularly true in those instances where SAC letters, Bureau bulletins, and other memoranda or communications are kept for a specified period of time and then destroyed. It would be possible to remove the items to be destroyed from the bottom of the file jacket without removing the more recent items in a file.

Recommendations and comments of Division Head

While it would be desirable to have a file which could be opened from top or bottom, it is believed cost to insert such a fastener by employees at the time each file is opened and proper maintenance would be toohigh to justify change. However, suggestion is being submitted for Bureau's consideration.

REC- 60 66-2319-196

December 28, 1967

PERSONAL

-108

b6
b7C

[redacted]
Federal Bureau of Investigation
San Francisco, California

Dear [redacted]

Thank you for the suggestion that the covers of personnel files be a different color than those used for investigative files. This proposal has been carefully considered and it has been decided it should not be adopted. Due to the manner in which these files are maintained, it is felt the additional cost involved in obtaining colored fronts is not warranted.

Although favorable action was not taken in this instance, I appreciate the interest which prompted you to submit your idea to me.

Sincerely yours,

J. Edgar Hoover

MAILED 24
DEC 28 1967
COMM-FBI

2 - San Francisco
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:jj:aga
(6) (Suggestion 457-68 dated 12/22/67)
NOTE: Suggests the covers of personnel files be a different color than those of investigative files. A shade of green or some other distinctive color could be used for this purpose.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

53 JAN 10 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

(NOTE continued on page 2)

Letter to [redacted] b6 b7C

NOTE (Continued)

Training Division has discussed this idea with the Washington Field Office and it has been decided it should not be adopted since no problem exists with handling personnel files in field offices. Manual of Rules and Regulations provides for the investigative file on an employee assigned to a given office to be maintained with the personnel file. Both files are then to be kept under lock and key under supervision of the SAC. In addition, only authorized personnel, such as, SACs, ASACs, SAC's secretary, etc., are allowed access to these files. The only time they would be taken out of the space in the SAC's Office would be by supervisors when they prepare efficiency ratings, etc. Colored covers are not on general schedule and would have to be obtained from outside supplier thereby making them more expensive. SAC Bates, San Francisco, stated there has actually been no problem in the handling of personnel files in that office. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#457-68

Date: 12/22/67

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: San Francisco

b6
b7C

SUGGESTION

That the covers of personnel files be a different color than covers of investigative files. A shade of green or some other distinctive color could be used for this purpose.

EXP. PROC.
35 DEC 26 1967 36

Current practice or rule (Include manual citation as well as facts)

Covers of all files, investigative and personnel, are identical (FD-245).

Advantages of suggestion and annual savings (Include basis for estimate)

A different color would immediately flag the personnel file as special from all others and as subject to confidential handling. This different cover would immediately be noticed in a group of files and would insure the personnel file being locked up when the person working on it had to leave his desk. Moreover, since the investigative files of employees and of their relatives and friends are kept in the same folder with personnel files, the personnel files would easily be distinguished from the others and could more readily be picked out. Further, this other color would be obvious in a group of files and would therefore be a safeguard against personnel files being handled by unauthorized persons.

Disadvantages of suggestion

The cost of a different color file front would be the only disadvantage. However, the file fronts could be replaced only as they wore out, and not in total immediately. Also, the same color file backs now in use could be retained, thus entailing no extra cost in that regard.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] pted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]
Stenographic Unit Supervisor
Signature and Title of Suggester

Recommendations and comments of Division Head

There are no apparent disadvantages to the suggestion. However, there has actually been no problem in the handling of personnel files in this office. It is suggested that the Bureau might be in a better position to evaluate this suggestion from an over-all standpoint.

Charles W. Bates
CHARLES W. BATES SAC
Signature and Title

(Do not write in this space - for Bureau use only)

Ret'd appreciation Mtg 12/28/67

REC-108 66-2319-196
1-5-68
DEC 26 1967

FILES

66-2319 —

October 25, 1967

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Cleveland, Ohio

Files

Dear [redacted]

I have received your suggestion regarding the use of orange-colored paper for certain communications and for file covers with the caution statement printed thereon when a subject is considered armed and dangerous. You may be interested to know that similar proposals have been considered in the past and not adopted because of the time and expense involved in such a procedure.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 19
OCT 25 1967
COMM-FBI

ORIGINAL FILED IN 66-3665-4277

2 - Cleveland
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
MJL:cam
(6)

(Suggestion 235-68 dated 10/20/67)

NOTE: Suggester states he feels use of bright orange as an alert or flag involving armed and dangerous subjects could be advantageous. He proposes consideration be given to having bright orange cover pages for reports (FD-263), letters (OF-10), airtels (FD-36), etc., so it would be apparent from color that case involves an armed and dangerous subject.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

NOV 1 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

[redacted]

b6
b7C

Also, suggests printing bright orange file covers of same type used on all Bureau files with caution statement printed on this colored cover for use in these cases.

The use of colored file covers for this purpose has been considered previously and not adopted. It was decided this would inject another rule to be observed, another step to be taken in handling mail, and advantages to be derived would not be in keeping with work involved. Additional clerical time would be needed to change file covers as situation changes. Caution statements deleted when subjects taken into custody, making additional clerical steps necessary. Cost for stocking forms needed in two colors would not be warranted. In addition, mail in file of bright orange color would not necessarily mean subject has not been taken into custody unless a file review is made. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#235-65

Date: October 20, 1967

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Cleveland

SUGGESTION

RE: Files & Correspondence Regarding Armed & Dangerous Subjects

b6
b7C

It has been noted that the Bureau has utilized various forms and paper of different colors very effectively over the years such as airtels being blue, Security Index verification forms pink, Buairtels green, etc., and a person is readily able to recognize the particular form by its color. It is felt that possibly the use of the bright orange color could be used as an alert or flag in cases involving armed and dangerous subjects.

(continued, page 2)

Current practice or rule (Include manual citation as well as facts)

At present all correspondence regarding armed & dangerous subjects merely has the caution statement typed on the communication.

Advantages of suggestion and annual savings (include basis for estimate)

It is felt that through the utilization of the bright orange color of correspondence & the file cover, it would act as an immediate alert or flag to the agent handling the case as well as the supervisor that this is a case involving an armed and dangerous subject.

In this way it will cut down on the chances of the caution statement being overlooked and the possibility of an agent being injured by a subject because he did not see the caution statement.

66-2319-

Disadvantages of suggestion

None

NOT RECORDED
199 OCT 25 1967

ORIGINAL FILED IN 66-3665-4277

4P OCT 23 1967

33

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] on is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss [redacted] S/A

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit.

Charles G. Cusick, Special Agent in Charge

(Do not write in this space - for Bureau use only).

Let of appreci.
M.L:com
10/25/67

14 OCT 26 1967

(3) - Bureau
2 - Cleveland (1 - 66-5052) (1 - personnel file SA [redacted]) EAS/jky (5)

CV 66-5052

Suggestion (Continued)

It has been found, as was noted in the recent Cleveland inspection that there is a possibility in handling a case involving an armed and dangerous subject, that the caution statement on a particular piece of correspondence could be missed or overlooked resulting in subsequent communications being sent out without the caution statement being included.

In order to cut down on this possibility the following suggestions are being offered:

(1) That the Bureau consider printing bring orange cover pages for reports (FD-263), letters (OF-10), airtels (FD-36), etc. so that it will be readily apparent from this orange colored cover page that the case involves an armed and dangerous subject.

(2) That the Bureau consider printing bring orange file covers of the same type used on all Bureau files with the caution statement printed on this colored cover for use in armed and dangerous subject cases.

January 16, 1968

PERSONAL

REC 8 66-2319-197

[redacted]

b6
b7C

Federal Bureau of Investigation
Philadelphia, Pennsylvania

Dear [redacted]

Thank you for the suggestion that a particular type of file back be utilized by our offices in preparing files which will be located on open shelves. This matter was thoroughly evaluated at the time our current procedures in this regard were placed into effect and it was decided the expense involved was not warranted. In addition, the file ends are more durable and more easily adaptable to the varying thicknesses of the consolidated files than a commercial product.

I appreciate the interest which prompted you to submit your idea to me.

Sincerely yours,

J. Edgar Hoover

MAILED 12
JAN 16 1968
COMM-FBI

2 - Philadelphia
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
MJL:cam
(6)

(Suggestion 479-68 dated 1/10/68)

NOTE: Shaw-Walker Co., manufacturer of regular file backs and fronts now in use, has quoted a price of $82 per thousand for extended file back which will cover now open end and replace makeshift method now used to form the file end. Lighter 11 point cardboard stock

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

[redacted]

b6
b7C

(~~sample attached~~) which would be adequate would cost $69.50 per thousand. Regular pronged file back now used costs $53.50 per thousand according to the suggester.

Training Division opposes adoption. At the time the present method for preparing file ends was adopted, a six-month trial of this system was made by Houston Office and the Inspection Staff thoroughly evaluated the commercial product as compared to preparation of these ends by our personnel in field offices. Since the commercial product was more expensive, it was decided that file ends be made from our present file backs by cutting a strip the desired size and folding to create a file end due to the advantages set forth in above letter to suggester. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

A449-68

Date: 1/10/68

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Philadelphia

b6
b7C

SUGGESTION

File back as per attached sample be stocked for use by offices using shelf file cabinets. These folders are for use in consolidating files that have been closed over six months. Shaw-Walker Co., manufacturer of the regular file backs and fronts now in use, has quoted a price of $82.00 per thousand for this extended file back which will cover the now open end and replace the makeshift means now used to form a cover. There may be a slight increase in price if slotted knock-outs are used instead of round holes punched. I recommend the slotted knock-outs. Lighter 11 point cardboard stock which would also be adequate would cost $69.50 per thousand. It is understood that the regular pronged file back now used cost $53.50 per thousand. It is felt that the use of this longer file back for an additional $16.00 per thousand(cont'd p.2

Current practice or rule (Include manual citation as well as facts) No rule but practice in some offices is to cut up old file fronts to cover end of consolidated file. Necessary to punch holes in cut up piece of file front & take time to cut the piece needed. Appears to be a makeshift practice.

Advantages of suggestion and annual savings (include basis for estimate)

Uniform and practical file back to enclose numerous closed files, permit printing of file numbers contained within the consolidated file jacket on covered end. With contents readily identified location of files would be facilitated. Uniform file backs with appropriate cover at end of file will improve appearance of shelf filing system. Intangible savings of time by eliminating use of old cut up file backs on fronts will offset cost of these backs. It is not intended that these longer file backs replace the type presently used until such time as files are consolidated.

EXP PROC 1-12-68

Disadvantages of suggestion

None O FILES

REC 8 66-2319

JAN 12 1968

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester: Chief Clerk

Recommendations and comments of Division Head

Although adoption of this suggestion would result in higher cost for file covers, this would be offset by a saving of time in placing covers on consolidated files as well as an improved uniform appearance in the closed files.

Signature and Title: Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let of apprec
ML icm
1/16/68

1 ENCLOSURE - detached

3 - BU (Encl. 2)
2 - Phila. (1 - Pers. file) (1 - Suggestion file) WLP:MMR (5)

Suggestion (cont'd from page 1)

(11 point stock) would be well worth the difference. Sample of 11 point stock also attached. It also appears that a first scoring at 1½" and a second at 2" would be adequate instead of scoring every ½" for 2".

January 18, 1968

PERSONAL

REC. 71 66-23193-198

EX-109

[redacted]

b6
b7C

Federal Bureau of Investigation
Philadelphia, Pennsylvania

Dear [redacted]

Your suggestion has been received concerning the use of a particular type of folder which would be prepared in a certain fashion in open shelf files. After careful consideration, it has been decided the expense involved in this procedure is not warranted since the red cards used in most field offices are now stocked in a longer size especially for use in handling the charge-out of files and serials in offices utilizing this kind of filing system.

The interest which led you to submit your idea to me is indeed appreciated.

MAILED 12
JAN 18 1968
COMM-FBI

Sincerely yours,

J. Edgar Hoover

2 - Philadelphia
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
MJL:cam
(6)

(Suggestion 484-68 dated 1/11/68)

NOTE: Suggests use of pressboard folders such as attached sample with protruding "out" tab for use each time file is removed from closed shelf filing sections. Folder would hold charge out, unfiled correspondence, or returned serials until file returned. Holes would be punched in folder at locations shown in sample so that material in folder

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars

MAIL ROOM ☐ TELETYPE UNIT ☐

JAN 29 1968

(CONTINUED - OVER)

[redacted]

b6
b7C

will be readily noticed at time folder removed to be replaced by file being returned. Shaw-Walker Co. will make them up at a cost of $287 per thousand.

Training Division has discussed this matter with the Chief Clerk's Desk, Files and Communications Division, Inspection Division, Washington Field Office, and Baltimore Office. All agree the cost involved is not warranted. Most offices use the red card for charging out files or serials in open-shelf filing or when files are maintained in file drawers. The charge-out slip and any correspondence may be clipped to this red card which is made of heavy material similar to that being proposed for a folder. Due to a former suggestion, these cards are now stocked in two sizes (10- by 10-inch and 6- by 12-inch). The 6- by 12-inch card was especially stocked for use with open shelf filing so it can protrude further and be easier to see. In addition, very little correspondence or material should be coming in on a file which has been closed for a length of time. Training Division recommends this idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#4484-68

Date: 1/11/68

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Philadelphia |

b6
b7C

SUGGESTION

Recommend use of hard pressboard folders such as attached sample with protruding "out" tab for use each time file is removed from closed shelf filing sections. Folder will hold chargeout, unfiled correspondence or returned serials until file returned. Holes will be punched in folder at locations shown in sample so that material in folder will be readily noticed at time folder removed to be replaced by file being returned. Shaw-Walker Co. will make them up at cost of $287.00 per thousand.

"FILES"

Current practice or rule (Include manual citation as well as facts)

Use of used folders from pending files with "V" cut in center so material laying therein will be noticed when folder removed. "V" cut weakens folder. Old used folders tear easily, become unusable in short time and make poor, haphazard appearance in closed files section.

Advantages of suggestion and annual savings (Include basis for estimate)

Uniform, businesslike appearance in closed shelf filing sections would result through use of these folders. Being made of hard pressboard material they would be usable for considerable period of time. Protruding "out" tab would provide ease in locating place for returning file. Better quality of material than file folders permits easier insertion and removal in shelf files.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] ted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester: Chief Clerk

Recommendations and comments of Division Head: This suggestion has merit as it would improve over-all appearance of closed files, last longer and save time in returning closed files to proper location.

EX 109

Joe A. Sammon
Signature and Title: Special Agent in Charge

(Do not write in this space - for Bureau use only)

"ENCL. BEHIND FILE"

2 ENCLOSURES

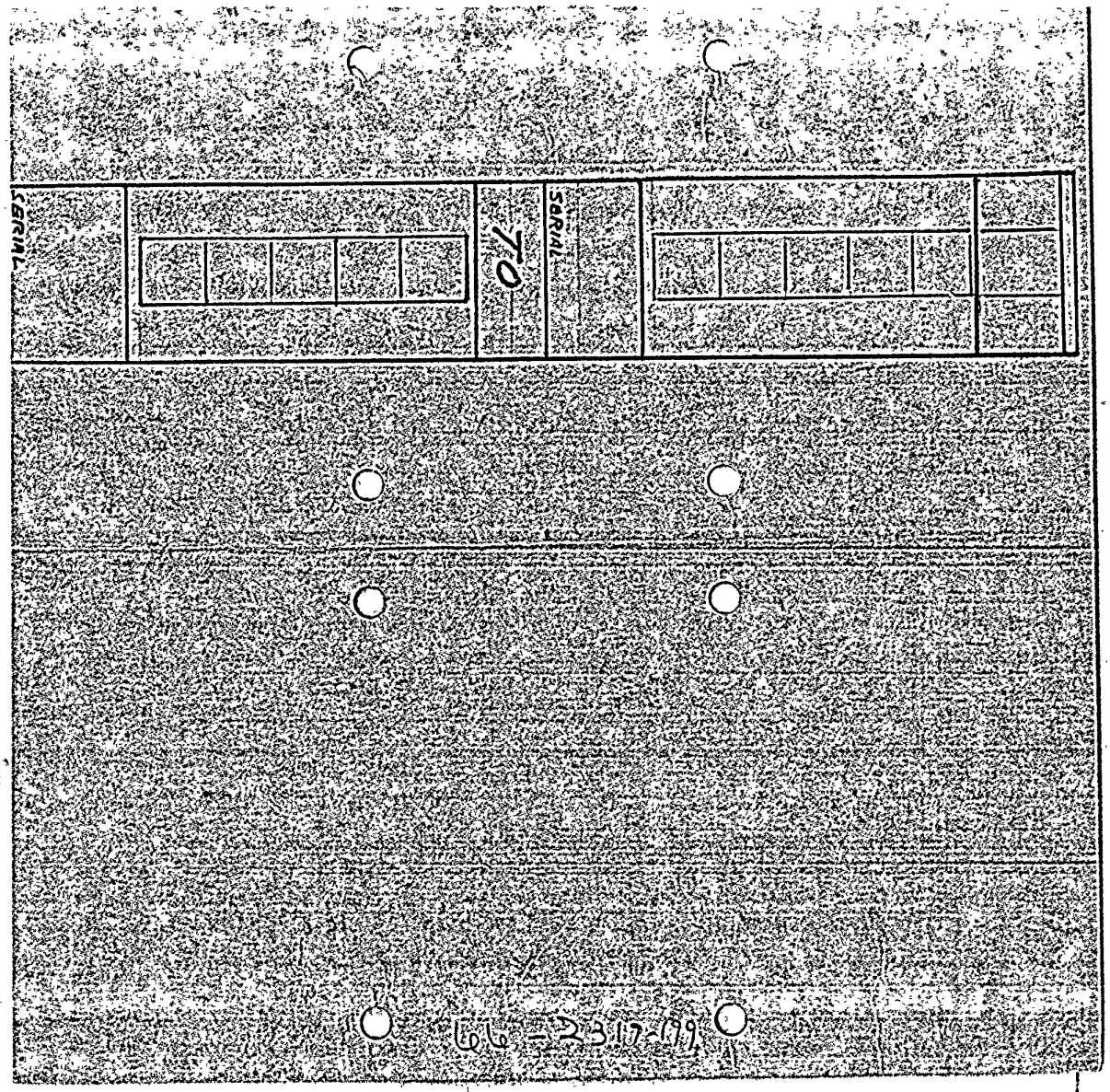
Ltr of appn REC'D
Mullen
11/9/68

66-[illegible]-190

14 JAN 16 1968

(3) - Bureau
2 - Phila. (1 - Pers. file) (1 - Suggestion File) WLP:MMR (5)

FBI
32 JAN 16 1968
ED. PROC.




ENCLOSURE

66-2319-199

1-110
REC-40

66-2319-[illegible]

February 28, 1968

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Your suggestions have been received concerning methods for handling the preparation of file ends and regarding a form which you devised for use as an administrative device in supervising the work of residents agents. The present procedure which is being utilized in preparing the backs for consolidated volumes was thoroughly explored before it was placed into effect and this was the most economical manner devised. It is felt the use of a stamp on these ends is not warranted since the numbers could still be uneven. With regard to your second proposal, the same objective is accomplished with the sixty-day reviews and it is undesirable to have unserialized mail in file.

Although favorable action was not taken in this instance, I appreciate your continued interest in seeking ways to improve our operations.

Sincerely,

J. Edgar Hoover

MAILED 19
FEB 28 1968
COMM - FBI

1 - Mr. Felt
1 - Personnel file of SA [redacted]
MJL:cam
(5)

(Suggestions 625-68 and 628-68 dated 2/22/68)

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

79 MAR 11 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

[redacted]

b6
b7C

Suggestion 625-68 proposes Bureau fabricate and print file ends on single thickness of slightly heavier cardboard than attached sample for use by all offices having open-shelf filing. If printing not approved, suggests Bureau make up an ink stamp with indicated blocking and make this available to offices or authorize them to make up and use such stamp.

At time present system placed into effect, a six-month trial of this method was made by Houston Office and Inspection Staff thoroughly evaluated the commercial product as compared to preparation of these ends by our personnel in field offices. Since commercial product was quite expensive, it was decided that file ends be made from our present file backs by cutting a strip the desired size and folding to create a file end. File ends of this type cannot be printed at SOG. Our present file fronts and backs are obtained from Government Printing Office. While stamps as proposed might be utilized for placing file numbers on strips, there would still be no assurance that they would be even. Training Division recommends idea not be adopted.

Suggestion 628-68 proposes a form captioned "Resident Agent Progress Sheet" be approved for use by supervisors in field for following and supervising work of resident agents. (Sample of form attached.) It would be submitted by resident agent to headquarters city one month after date case or lead assigned and monthly thereafter until investigation completed. Form not required if communication dictated within past ten days reporting all investigation conducted to date. Form to be kept as top serial and destroyed by supervisor when case closed.

Inspection Division opposed adoption pointing out we now accomplish objective with sixty-day personal file reviews (not obviated by proposed form). Added layers of paper work would be enormous field wide. Training Division agrees a new form for this purpose not warranted. Bureau does not approve of filing unserialized mail in files. Practice is not consistent with good records management. It is recommended this idea not be adopted.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Felt

DATE: February 22, 1968

FROM : [redacted]

b6
b7C

SUBJECT: "FILE-ENDS" FOR CLOSED-SHELF FILING
SUGGESTED PRINTED FORM
625-68 9-Files

Most Offices, for obvious reasons of cleridal and space efficiency, have converted, or are in process of converting, to open-shelf filing for closed cases. Main problem entailed in this conversion is that old and new files of all sizes and degrees of deterioration are now exposed to view with resultant clear requirement for consolidation and maintenance. Offices have been authorized to cut up old file-fronts and backs to make "file-ends" to be placed on consolidated volumes, on which can be written inclusive file numbers of contents, permitting quick visual location. Use of such file-ends is, in fact, almost mandatory if neat, uniform appearance and ready accessibility are desired.

The pity, however, is that fabricating and hand-printing the "file-ends" at odd times by various clerks in offices has resulted in what looks at best like a noble elementary-school effort, and costs the Bureau more than a perfect factory product.

Without a great deal of effort -- blocking out in advance and taking care to use same size and position of printing as all previously prepared files, -- a wavy, irregular line of figures appears on the shelves which cannot help being discouraging to look at.

As for cost, when you consider the steps involved in making up a file-end: cutting material, punching, scoring for straight bend, not to mention measuring and blocking for uniform printing, the clerical labor to make one file-end would easily come to one or two cents. It is not as if the clerk were using free time. Every office has backlogged project work which is further delayed by tasks such as this. Eliminating or simplifying such tasks means more clerical time for essential functions; and in the long run necessitates hiring fewer clerks.

2 ENCLS 62-93811-199

[redacted] 1-110 [redacted] REC-40

5 FEB 29 1968

Moreover, the intangible, psychological value of making it easier to do a good job is obvious. Nobody looks forward

let of appreciation
MLC:cm
2/28/68

ENCLOSURE ATTACHED

2 gsd/ne

5010-106

*Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan*

to an arduous undertaking which he knows in unlikely to end up in a manner to give him professinnal pride. This is why "do-it-yourself" kits are popular. An ordinary person can buy factory-cut components and produce through his own effort a professional-looking job. The suggested file-end, ten copies of which are enclosed, is in effect a "do-it-yourself" kit which will give clerks a real interest -- as a neat result is almost certain -- in getting and keeping their closed files in good shape. This satisfaction and pride are bound by extension to improve efficiency of all phases of file handling.

I feel factors suggested above are reason closed files at one office recently inspected (Philadelphia), though converted to open-shelf filing one year ago, are still in irregular, untidy condition.

Sample enclosed is made from double file backs. It is suggested Bureau fabricate and print this file-end on single thickness of slightly heavier cardboard for use by all offices and Legats having open-shelf filing. If printing not approved by Bureau, suggest Bureau makeuup an ink-stamp with indicated blocking, and make this available to offices, or authorize offices to make up and use such ink-stamps.

I BELIEVE SIMILAR SUGGESTIONS HAVE BEEN TURNED DOWN BECAUSE OF COST

EX-110
REC 8

66-2319-200

March 25, 1968

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that certain charge outs be prepared on carbonless paper with duplicate copies. It may interest you to know that similar proposals have been considered several times in the recent past and a survey was made regarding such a procedure. It was decided, due to the disadvantages involved, that our present system should be retained.

The interest you displayed in submitting your idea to me is indeed appreciated.

MAILED 7
MAR 25 1968
COMM-FBI

Sincerely yours,

J. Edgar Hoover

1 - Mr. Tavel
1 - Personnel file of [redacted]
MML:cam
(5)

(Suggestion 705-68 dated 3/20/68)

NOTE: Suggests carbonless reproducing paper (sample attached) be used for charge outs (4-5) in the Telephone Request Room to write a request thereby providing at the same time a charge out for the file and a routing slip to be attached to file for forwarding to supervisor.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

66 APR 3 1968

MAIL ROOM [ ] TELETYPE UNIT [ ]

(CONTINUED - OVER)

[redacted]

b6
b7C

Files and Communications Division stated a comprehensive survey regarding this matter was made in August, 1967 (66-2319-194), and it was decided the disadvantages involved precluded adoption. A copy of charge out is not suitable for a file delivery form and all efforts to modify and combine the two forms have not been successful. Legibility of copies of charge outs (either with carbon paper or expensive NCR paper) would be a major problem, and chance of human error in copying information on serial marker from charge out actually causes less trouble than illegibility that would exist with use of carbonless copies of charge outs. One employee on File Requests Desk in each subunit where serial markers written, must of necessity, remain at desks to handle telephone coverage and they must be kept busy at all times. Therefore, there would be no actual personnel savings. Proposed system would create major problem for locate clerks and file delivery personnel as well as others using files. In connection with sorting files for delivery and delivering them, it would be necessary to physically handle each and every file because the delivery data would be attached to top of file. Serial markers are clearly visible. Serial markers would still be needed when more than one serial needed in same file. Duplicate copies of charge outs would not be needed for about 230,643 transfers and recharges each year (1967) volume, so there would be waste of expensive forms or it would be necessary to stock a supply of present single charge outs for this purpose. There were other disadvantages involved in such a procedure. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#105-68

Date 3-20-68

b6
b7C

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Files and Communications |

SUGGESTION

It is suggested that carbonless reproducing paper (sample attached) be used for charge outs (4-5) in the Telephone Request Room to write a request providing a charge out for the file and a routing slip to be attached to file for forwarding to supervisor.

Files

Current practice or rule (Include manual citation as well as facts)

Requests are written up in the Telephone Request Room on charge outs (4-5) and the serial markers (4-49) are written up in subunit by the Request Desk personnel.

Advantages of suggestion and annual savings (include basis for estimate). Charge outs printed on reproducing paper would allow employee in Telephone Request Room to write a request providing a charge out for the file and a routing slip to be attached to file for forwarding to supervisor. This would eliminate use of serial markers and the separate forwarding slip used to forward a file from one supervisor to another. Use of this type charge out would relieve Request Desk employees in each subunit from task of making out serial markers for each request. This would save time and money, as well as cut down possibility of error when copying requesting supervisor's name and room number. It is calculated this process would save approximately $7,500.00 per year.

(Continued Page 2)

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the ba[redacted]ture by me, my heirs, or assigns upon the United States. I understand that I will be considere[redacted] if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Mis[redacted]

[redacted]

File Supervisor
Title of Suggester

Recommendations and comments of Division Head

Unfavorable
(See Comments on page 2)

LWB:drc
(6)

William P. Tavel, Asst Dir.
Signature and Title

(Do not write in this space - for Bureau use only)

let of appre
ML Lam
3/25/68

ENCLOSURE

REC 8 66-2319-200

14 MAR 28 1968

2-gridded

Employee Suggestion FD-252
Submitted by [redacted]
Files and Communications Division

b6
b7C

ADVANTAGES:

In timing four employees it is calculated the average time to write up each serial marker is .25 minutes each.

| | | |
|---|---|---|
| Total requests for the year 1967 - | | 884,181 |
| Multiplied by | | .25 |
| | Minutes | 221,045 |
| | Hours saved | 3,684 |
| Salary of average GS-3 employee | | $2.02 |
| Saving per year | | $7,441.68 |

COMMENTS:

Similar suggestions have been submitted on four previous occasions but have not been adopted for many reasons. The last time was during the 1967 Inspection of Files and Communications Division when it was suggested that an appropriate survey be conducted to determine if the utilization of a duplicate charge out form, with any necessary modifications, would be feasible and more economical than the present system utilized in the Filing Unit. A comprehensive survey was made and the results were reported in memorandum from L. E. Short to Mr. Tavel dated 8-24-67 (66-2319-194), with the recommendation that no further consideration be given to the utilization of a duplicate charge out form in view of all the disadvantages noted.

[redacted] suggestion includes nothing new, and he overlooks many problems that would arise if his suggestion were adopted. A copy of the charge out form is not suitable for a file delivery form, and all efforts to modify and combine the two forms have not been successful for various reasons reported in the 1967 survey. Legibility of copies of charge outs (either with carbon paper or expensive NCR paper) would be a major problem, and the chance of human error in copying information on the serial marker from the charge out actually causes less trouble than the illegibility that would exist with use of carbon or carbonless copies of charge outs. The supposed savings claimed by [redacted] did not take into consideration that the one employee on the File Requests Desk in each subunit where the serial markers are written, must of necessity, remain at the desks to handle telephone coverage, and they must be kept busy between calls. Therefore, there would be no actual personnel savings.

Employee Suggestion FD-252
Submitted by [redacted]
Files and Communications Division

b6
b7C

COMMENTS: (Continued)

Adoption of [redacted] suggestion would create a major problem for locate clerks and file delivery employees as well as others using the files. In connection with sorting files for delivery as well as the actual function of delivering the files, it would be necessary to physically handle each and every file because the delivery data would be attached to the top of the file. Presently, the serial marker is clearly visible inasmuch as it extends beyond the edge of the file, and even though files are stacked on trucks, pertinent data is available without handling each file. Supervisors also review this information on serial markers by looking in their file cabinet drawers when checking files to comply with the Bureau's rule concerning the retention of files for a period exceeding five days. [redacted] suggestion would not eliminate the need for all serial markers, particularly where more than one serial in a file is requested, although such serial markers would not need to be fully executed. Also, duplicate copies of charge outs would not be needed for about 230,643 transfers and recharges per year (1967 volume), so there would be a considerable waste of expensive forms or it would be necessary to stock a supply of the present single charge outs for this purpose.

There were other disadvantages noted during the survey that have not been set forth here, but Executive Conference memorandum dated 11-5-63 (66-8183668) stated the Conference was unanimously opposed to a similar suggestion and recommended unfavorably because of the expense involved. All previous reasons for not adopting suggestions such as [redacted] still appear entirely valid.

ST
3/22

PRINT FIRMLY X-ray or Record No. _____

NAME _____ Date _____
Last First Middle

ADDRESS _____ Tel. No. _____

Birthdate _____ ☐ Male ☐ Female ☐ White ☐ Nonw

Referred By: _____

Send x-ray report to: _____

Type: 1. ☐ 70mm 2. ☐ 14x17 3. ☐ 11x14 4. ☐ Other views _____

Film Imp.: 1. ☐ Neg. 2. ☐ Unsat., repeat 3. ☐ Broncho-pulmonary 4. ☐ Cardiac S

5. ☐ Pleural 6. ☐ TB Susp. 7. ☐ Calcif. only 8. ☐ Neo. Susp. 9. ☐ Emphys

V. ☐ Other _____

Diag. Imp. _____ Followup: Urgent ___ Routine ___ None ___

Place of x-ray: 1. ☐ X-ray Bus 2. ☐ NWCC 3. ☐ Jail 4. ☐ Lorton 5. ☐ SWHC

Special Survey _____

X-ray Registration

PH-79-22 (old 60-PHTB) 120M LC-8

REC-20 66-2319-201

EX 101

May 1, 1968

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Norfolk, Virginia

Dear [redacted]

I have received your suggestion that we standardize the procedure for accounting for the disposition of all Bureau files. As a matter of possible interest to you, this matter was considered at the recent conferences for Chief Clerks and it was the consensus that the present procedures should be retained.

Although your idea was not adopted in this instance, I appreciated having the benefit of your observations.

Sincerely yours,

J. Edgar Hoover

MAILED 8
MAY 1 1968
COMM-FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/82 BY SP4CLW/cal

2 - Norfolk
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
JER:cam
(6) cam

(Suggestion 797-68 dated 4/25/68)

NOTE: Suggests method be standardized for recording disposition of Bureau files which may be destroyed after varying periods. At present, record of files which may be destroyed after 20 years is maintained on a list kept at beginning of each classification. With respect to those which may be destroyed after ten or five years, reason for destruction is shown on file front of consolidated volume under file numbers.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAY 1 3 1968

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED - OVER)

[redacted]

- b6
- b7C

Matter was considered at Chief Clerks' conferences held recently at Seat of Government and it was consensus that present procedures should be retained. Present method is well-established and workable and should not be changed just to achieve uniformity. In addition, confusion could be caused by fact that during changeover two methods would necessarily be in effect to account for such destruction.

Employee Suggestion
FD-252 (Rev. 9-11-59)

797-68

Date: 4/25/68

To: Director, FBI

From: (Suggester's name)

Division of Assignment: NORFOLK

b6
b7C

SUGGESTION

That a record of all files destroyed in accordance with prescribed regulations be maintained at beginning of respective classifications. Such a record could be broken down into separate lists for files destroyed when 20 years old and those (in some classifications) destroyed when 10 years or 5 years old and could show reason for destruction.

FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-3-82 BY SP4E Rutherford

B

Current practice or rule (Include manual citation as well as facts)

Record of files destroyed when 20 years old maintained on list at beginning of classification. Record of files destroyed when 10 years old or 5 years old maintained on file fronts kept in numerical order. MRR II-3-13,13a.

Advantages of suggestion and annual savings (include basis for estimate)

All records pertaining to destruction would be uniformly maintained in same location and this would facilitate determination as to whether or not specific file destroyed and simplify maintenance of records concerning destruction. Necessity for person performing destruction to remember several different regulations regarding how to record the destruction would be eliminated if all destruction uniformly recorded in same manner. Some small amount of space would be saved by not retaining file fronts. No saving of money. Small amount of space would be saved and possibly some time.

Disadvantages of suggestion

None known.

EX 101

REC-20

66-2319-201

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

FILES CLERK
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has merit and would result in greater consistency.

22 MAY 3 1968

Thomas J. Jordan

Signature and Title

Thomas J. Jordan, Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let of appre
JER cam
5-1-68

MAY 6 1968

XEROX

MAIL ROOM

REC-28 66-2319-202

July 2, 1968

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for the suggestion that Form 4-49 be printed on both sides. This proposal has been evaluated and it has been decided our present practice is preferred because of the disadvantages involved in the system of using this form twice.

I appreciate the interest which led you to submit your idea to me.

Sincerely yours,
J. Edgar Hoover

MAILED 6
JUL 2 - 1968
COMM-FBI

1 - Mr. Sullivan
1 - Personnel file of [redacted]
ML:cam
(5)

(Suggestion 2-69 dated 6/28/68)

NOTE: Suggests Form 4-49, Serial Marker, used by Records Section to route files and serials throughout SOG, be revised so that the printing appears on both sides. In this way, the form could be used twice. (Sample attached)

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

61 JUL 15 1968

(CONTINUED - OVER)

[redacted]

b6
b7C

Domestic Intelligence Division noted an unknown percentage of these forms become mutilated and creased during transmittal thereby preventing their reuse. Confusion would result in returning the forms to Records Branch for reuse. Questions would be periodically raised as to whether attached to correct file if form were inserted wrong side up or first side used were not marked through. Cost would be involved for additional routing of forms and their storage in addition to clerical time involved in excising information on used sides of forms. In addition, cost for printing form would be increased since it would have to be run twice by Mechanical Section. Training and Files and Communications Divisions agree with these views and recommend idea not be adopted.

Employee Suggestion
PD-252 (Rev. 8-12-59)

#2-69

Date: 6-28-68

b6
b7C

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Domestic Intelligence |

SUGGESTION

It is suggested that Form 4-49, a cardboard marker used by the Records Section to route files and serials throughout Bureau Headquarters, be revised so that the printing appears on both sides.

Files

Current practice or rule (Include manual citation as well as facts)

At present, the printing appears on only one side of the marker.

Advantages of suggestion and annual savings (include basis for estimate)

It has been estimated by the Mechanical Section that it costs $90 to print 71,000 markers. On this basis it is estimated that it costs at least $1,305.00 to print the estimated 1,025,000 forms which are used by the Records Section each year. By printing the form on both sides, an annual savings of at least $652.50 would result as each form could be used twice thus reducing the annual requirements by one-half.

Disadvantages of suggestion

Care will have to be taken by personnel reviewing files to assure that the marker is returned to the Records Section in a condition suitable for re-use.

(The use by the United States of my suggestion shall not form the basis assigns upon the United States. I understand that I will be considered f within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

[redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

I agree with view of Awards Committee

W. C. Sullivan

Signature and Title

66-2319-202

(Do not write in this space - for Bureau use only)

REC-28

6 JUL 9 1968

let of appree
ML cum
7-2-68

2-GPR/mel

Addendum: Domestic Intelligence Division, PFS:kml, 7/1/68

Suggestor recommends form 4-49 (current cardboard marker utilized by Records Branch, Files and Communications Division, to route files and serials at SOG) be revised and printed on both sides so that each form could be used twice resulting in estimated annual savings of $652.50. Current practice is to utilize form 4-49 once before destroying since it is only printed on one side.

Domestic Intelligence Division is of opinion adoption of suggestion is not feasible for following reasons:

1. An unknown percentage of the forms become mutilated and creased during transmittal thereby preventing reuse;

2. Confusion and cluttering mail would result in returning forms to Records Branch for reuse;

3. Questions would be periodically raised whether form became inadvertently detached from file or serial or whether attached to correct file if form were inserted wrong side up;

4. Corresponding cost for additional routing of forms and their secure storage which would be necessary during non-working hours in addition to clerical time devoted to excising information on used side of form would far exceed estimated savings of printing costs.

In view of above observations Domestic Intelligence Division recommends suggestion not be adopted. However, it is recommended comments of Files and Communications Division be obtained since suggestion is directly involved in their operation.

August 7, 1968

PERSONAL

EX 110
REC 78 66-2319-203

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have been advised of the suggestion which you submitted through the Streamlining Committee, Files and Communications Division, regarding a procedure to facilitate the locating of files. This method has been utilized on a trial basis and it has been determined to be advantageous to our operations and is being instituted as a regular practice.

The initiative and alertness you displayed in submitting this idea are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 27
AUG 7 - 1968
FBI

1 - Mr. Tavel
1 - Personnel file of [redacted]
ML:cam
(5) cam

(Suggestion 78-69 dated 8/5/68)

NOTE: Based on memorandum L. E. Short to Mr. Tavel, dated 8/5/68, re: [redacted] GS-8, Consolidation Unit, Files and Communications Division, EOD 4-1-41. JPB:drc.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

59 AUG 14 1968

MAIL ROOM
TRAINING DIVISION
AUG 8 9 12 AM '68
RECEIVED
FBI

RECEIVED
DIRECTOR
F B I
AUG 7 12 04 PM '68

AUG 7 11 39 AM '68
RECD-READING ROOM
F B I

MAIL ROOM
TRAINING DIVISION
AUG 8 9 50 AM '68
RECEIVED
FBI

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter

TO : Mr. Tavel

DATE: 8-5-68

FROM : L. E. Short

b6
b7C

SUBJECT: [redacted]

GS-8, Consolidation Unit
Files and Communications Division
EOD 4-1-41

SUGGESTION #78-69

The following suggestion was submitted through the Streamlining Committee, Files and Communications Division, by [redacted]

In view of large number of files in Consolidation Unit, they are listed on recharge lists on nightly basis by Filing Unit employees. Only those files on tables and not in possession of individual employees in Consolidation are listed by Filing Unit employees. Tables 2 and 6 contain largest volume of files and each often contains in excess of 100 files. Recharge list shows numbers of all files on each of these tables. Accordingly, if recharge list revealed to locate clerk that file being sought was on Table 2, locate clerk would look through upwards of 100 or more files on Table 2 in effort to locate particular file he was looking for.

Consolidation Unit affixes slip of paper showing deadline date for handling mail attached to file. Files are always arranged in date order on table according to deadline date.

During effort to narrow down number of files which locate clerk must go through in order to locate a file, [redacted] Assistant Supervisor of Consolidation Unit, suggested that files on Tables 2 and 6 also be listed on recharge list according to date on deadline slip attached to files. In this manner, locate clerk, knowing deadline date, would be able to immediately locate file without having to look through all files on the table as he would only have to look through a small number of files bearing same deadline date.

EX-110 REC-78 66-2319-203

This suggestion has been tried by Filing Unit and found to be extremely advantageous; therefore, it is being instituted as a regular procedure by the Filing Unit.

6 AUG 8 1968

RECOMMENDATION:

For referral to the Training Division, attention Suggestion Desk.

JPB:drc
(6)

EX 110
REC-Z 66-2319-204

October 4, 1968

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that Form 4-49 be prepared in a particular fashion so that it may be used four times. As a matter of possible interest to you, similar proposals have been considered in the past and not adopted. It was decided our present practice is preferred because of the disadvantages involved in a system whereby this form would be utilized more than once.

The interest you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 27
OCT 4 - 1968
FBI

1 - Mr. Gale
1 - Personnel file of SA [redacted]
ML:saj
(5)

(Suggestion 192-69 dated 10/1/68)

NOTE: Suggests Form 4-49, Serial Marker, used by Records Branch to route files and serials throughout SOG be printed across the short side of the card twice, on both sides, for a total of four times. Card could then be used four times instead of present practice of using only once. After delivery of file, the used

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

MAIL ROOM TELETYPE UNIT

(CONTINUED-OVER)

SA [redacted]

b6
b7C

portion of card could be crossed out as is presently done on messenger envelopes.

When considered previously, it was pointed out a certain percentage of these items become mutilated and creased during transmittal thereby preventing their reuse. Confusion would result in returning the forms to Records Branch for reuse. Questions would be raised periodically as to whether attached to correct file if form were inserted wrong side up or first side used were not marked through. Cost would be involved for additional routing of forms and their storage in addition to clerical time involved in excising information on used sides of form. Cost for printed form would be increased since it would have to be run twice by Mechanical Section. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-452 (Rev. 9-11-59)

#192-69

Date
October 1, 1968

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | Special Investigative Div |

b6
b7C

SUGGESTION

Transfer Card 4-49 (Rev. 2-18-63) is thrown away after one usage. The reverse side of the card is blank. The same information on the present size card (2" x 10") can be printed across the short side of the card twice, on both sides, for a total of four times. The card would have a "life span" of four times the present usage. After delivery of the file, the used portion of the card can be crossed out in the same manner as is presently done on the large messenger type envelope.

Current practice or rule (Include manual citation as well as facts)

Transfer Card 4-49 (Rev. 2-18-63) is thrown away after it has been placed in a file and the file is delivered. It has a "life span" of one usage.

Advantages of suggestion and annual savings (include basis for estimate)

The advantages would be obtained on the annual savings in the amount of paper stock not used. Present estimate is that approximately 2,000,000 transfer cards are used in a year. This costs about $2,000 per year. By imprinting card four times instead of one, only 500,000 cards would have to be printed at a cost of $500, with an annual savings of $1,500.

Disadvantages of suggestion

None.

Files

(The use by the United States of my suggestion shall not form the basis of [redacted] me, my heirs, or assigns upon the United States. I understand that I will be considered for ggestion is adopted within two years after submission.)

[XX] Mr. [ ] Mrs. [ ] Miss

Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit.

James H. Gale/mcg
Signature and Title

(Do not write in this space - for Bureau use only)

Lett. of appr.
10/4/68 ML maj

REC-7
EX 110

66-2319-204

OCT 8 1968

2 ltr/me

Suggested transfer card imprinted on both sides.

Serials in File
Up to date with
Looked UTD by
Serial not in File
☐ Abstract not in File (Red Serial)
☐ There will be no abstract (Green
Name
Subject
Serial
Room
UTD

TRANSFER

CALL 421.

HANDLE

FILE

WITH CARE

Serials in File
Up to date with
Looked UTD by
Serial not in File
☐ Abstract not in File (Red Serial)
☐ There will be no abstract (Green
Name
Subject
Serial
Room
UTD

ENCLOSURE

66-2319-204

Present transfer card - imprinted on one side only.

Serials in File
Up to date with
Looked UTD by
Serial not in File
☐ Abstract not in File (Red Serial)
☐ There will be no abstract (Green Serial)

TRANSFER - CALL 421. HANDLE FILE WITH CARE

4-49 (Rev. 2-18-63)

Name
Subject
Serial
Room
UTD

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 7/8/68

FROM : L. E. Short

SUBJECT: NEW FILES FISCAL YEARS 1967 and 1968

There is listed herein the number of New Files opened under each classification for the fiscal years 1967 and 1968.

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1968 | NEW FILES F.Y. 1967 |
|---|---|---|---|
| 1 | Training Schools & National Academy Matters | 421 | 424 |
| 2 | Neutrality Act | 23 | 18 |
| 3 | Overthrow and Destruction of the Gov't. | 0 | 0 |
| 4 | Firearms Act; National & Federal | 9 | 10 |
| 5 | Income Tax | 0 | 2 |
| 6 | Interstate Transportation of Strikebreakers | 1 | 2 |
| 7 | Kidnaping | 382 | 415 |
| 8 | Migratory Bird Act | 0 | 1 |
| 9 | Extortion | 1,410 | 1,440 |
| 10 | Red Cross Act | 1 | 1 |
| 11 | Tax (Other than Income) | 0 | 0 |
| 12 | Narcotics | 0 | 2 |
| 14 | Sedition | 52 | 4 |
| 15 | Thefts from Interstate Shipment | 3,065 | 2,838 |
| 17 | Veterans Bureau Matters | 213 | 292 |
| 18 | May Act | 0 | 0 |
| 21 | Food and Drug Act | 0 | 0 |
| 25 | Selective Service Act | 18,637 | 18,851 |
| 26 | Interstate Transportation of Stolen Motor Vehicle or Aircraft | 17,360 | 16,084 |
| 27 | Patents | 3 | 4 |
| 28 | Copywrights | 17 | 37 |
| 29 | Federal Reserve Act | 3,489 | 3,154 |
| 31 | White Slave Traffic Act | 401 | 489 |
| 32 | Identification Matters | 108 | 96 |
| 36 | Mail Frauds | 0 | 2 |
| 39 | Falsely Claiming Citizenship | 4 | 10 |
| 40 | Passports and Visas | 3 | 3 |

GPR:mgc
(4)

REC 6 66-2319-205

OCT 17 1968

4-Sep

Memo Short to Tavel
Re: New Files Fiscal Years 1967 and 1968

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1968 | NEW FILES F.Y. 1967 |
|---|---|---|---|
| 42 | Deserters and Deserter-Harboring | 25,280 | 22,151 |
| 43 | Illegal Wearing of the Uniform, ETC. | 174 | 195 |
| 44 | Civil Rights | 3,070 | 3,227 |
| 45 | Crime on the High Seas | 111 | 114 |
| 46 | Frauds Against the Government | 1,472 | 1,577 |
| 47 | Impersonation | 504 | 597 |
| 48 | Postal Frauds | 2 | 2 |
| 49 | Bankruptcy | 403 | 467 |
| 50 | Involuntary Servitude and Slavery | 24 | 29 |
| 51 | Jury Investigations | 2 | 3 |
| 52 | Theft, Embezzlement or Illegal Possession of Government Property | 2,256 | 1,890 |
| 54 | Customs Laws and Smuggling | 1 | 1 |
| 55 | Counterfeiting | 0 | 1 |
| 56 | Election Laws | 34 | 109 |
| 58 | Bribery | 235 | 257 |
| 60 | Antitrust | 86 | 105 |
| 61 | Treason and Related Statutes | 1 | 0 |
| 62 | Miscellaneous Matters | 655 | 652 |
| 63 | Non-Subversive | 750 | 868 |
| 64 | Latin-American Matters | 29 | 34 |
| 65 | Espionage | 653 | 1,004 |
| 66 | Administrative Matters | 5 | 11 |
| 69 | Contempt of Court | 9 | 6 |
| 70 | Crimes on Indian & Other Government Reservations | 2,294 | 2,516 |
| 71 | Bills of Lading Act | 8 | 14 |
| 72 | Obstruction of Justice | 52 | 41 |
| 73 | Application for Pardon & Excutive Clemency | 320 | 363 |
| 74 | Perjury | 37 | 32 |
| 75 | Bondsmen and Sureties | 0 | 1 |
| 76 | Escaped Federal Prisoners, Federal Escape Act, Parole, Probation and Conditional Release Violation | 2,002 | 1,798 |
| 77 | Departmental Applicants, etc. | 2,810 | 2,662 |

Memo Short to Tavel
Re: New Files Fiscal Years 1967 and 1968

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1968 | NEW FILES F.Y. 1967 |
|---|---|---|---|
| 78 | Illegal Use of Government Transportation Req. | 0 | 0 |
| 79 | Missing Persons | 361 | 368 |
| 80 | Laboratory Research Matters | 1 | 3 |
| 80-98 | | 8 | 23 |
| 80-606 | | 5 | 3 |
| 82 | War Risk (Civil) | 0 | 2 |
| 83 | Courts of Claims | 21 | 30 |
| 86 | Federal Lending and Insurance Agencies | 27 | 30 |
| 87 | National Stolen Property Act | 5,786 | 5,693 |
| 88 | Unlawful Flight to Avoid Prosecution | 3,385 | 3,338 |
| 89 | Killing or Assaulting a Federal Officer | 94 | 87 |
| 90 | Irregularties in Federal Penal Institutions | 22 | 19 |
| 91 | Bank Robbery | 3,071 | 2,763 |
| 92 | Interference by Violence with Int. Commerce | 811 | 654 |
| 93 | Ascertaining Financial Ability | 1,376 | 1,723 |
| 94 | Research Matters | 743 | 999 |
| 95 | Laboratory Examinations | 7,810 | 7,720 |
| 97 | Registration Act | 59 | 28 |
| 98 | Sabotage | 75 | 83 |
| 100 | Internal Securty | 2,320 | 1,779 |
| 102 | Voorhis Act | 0 | 0 |
| 103 | Interstate Transportation of Stolen Cattle | 16 | 19 |
| 105 | Internal Security (Other than Communist-Russian) | 14,184 | 13,738 |
| 109 | Foreign Political Matters | 9 | 7 |
| 110 | Foreign Economics | 0 | 0 |
| 111 | Foreign Social | 0 | 0 |
| 112 | Foreign Funds | 0 | 0 |
| 113 | Foreign Military & Naval Matters | 1 | 0 |
| 114 | Alien Property Custodian Matters | 0 | 0 |
| 115 | Bond Default | 331 | 231 |
| 116 | Atomic Energy Act-1946-Special Inquiries | 1,871 | 2,005 |

Memo Short to Tavel
Re: New Files Fiscal Years 1967 and 1968

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1968 | NEW FILES F.Y. 1967 |
|---|---|---|---|
| 117 | Atomic Energy Act-1946-Investigations | 21 | 22 |
| 119 | Lobbying Act | 3 | 1 |
| 120 | Federal Tort Claims Act | 337 | 464 |
| 122 | Labor Management Relations Act-1947 | 77 | 122 |
| 123 | Voice of America | 0 | 0 |
| 124 | European Recovery Program | 0 | 0 |
| 125 | Railway Labor Act | 4 | 7 |
| 128 | International Development Program | 0 | 0 |
| 129 | Evacuation Claims | 0 | 0 |
| 131 | Admiralty Matters | 47 | 67 |
| 133 | National Science Foundation Act | 0 | 0 |
| [redacted] | | | |
| 136 | American Legion Contacts | 0 | 0 |
| [redacted] | | | |
| 138 | Loyalty of United Nations Employees | 45 | 61 |
| 139 | Unauthorized Publications of Use of Communications | 255 | 282 |
| 140 | Security of Government Employees | 1,409 | 1,906 |
| 141 | False Entries in Records of Interstate Carriers' | 4 | 2 |
| 142 | Illegal Use of a Railroad Pass | 0 | 1 |
| 143 | Interstate Transportation of Gambling Devices | 69 | 49 |
| 144 | Interstate Transportation of Lottery Tickets | 15 | 18 |
| 145 | Interstate Transportation of Obscene Matter | 290 | 241 |
| 146 | Interstate Transportation of Prison-Made Goods | 1 | 1 |
| 147 | Federal Housing Administration Matters | 687 | 805 |
| 148 | Interstate Transportation of Fireworks | 4 | 4 |
| 149 | Destruction of Aircraft or Motor Vehicles | 736 | 578 |
| 151 | National Aeronautics & Space Act-1958-Applicant | 429 | 662 |
| 152 | Switchblade Knife Act | 2 | 5 |
| 153 | Auto. Information Disclosure Act | 11 | 17 |

b2
b7D

Memo Short to Tavel
Re: New Files Fiscal Years 1967 and 1968

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1968 | NEW FILES F.Y. 1967 |
|---|---|---|---|
| 154 | Interstate Transportation of Unsafe Refrigerators | 0 | 0 |
| 155 | National Aeronautics & Space Act | 0 | 0 |
| 156 | Welfare & Pension Plans Disclosure Act | 51 | 24 |
| 157 | Racial, Bombing Matters | 2,080 | 1,822 |
| 158 | Labor Management Reporting and Disclosure Act 1959 (Security Matter) | 0 | 0 |
| 159 | Labor Managenent Reporting and Disclosure Act of 1959 (Investigative Matter) | 186 | 223 |
| 160 | Federal Train Wreck Statute | 173 | 157 |
| 161 | Special Inquiries for White House, Congressional Committees, and other Government Agencies | 498 | 545 |
| 162 | Interstate Gambling Activities | 609 | 706 |
| 163 | Foreign Police Cooperation | 3,717 | 3,789 |
| 164 | Crime Aboard Aircraft | 80 | 61 |
| 165 | Interstate Transmission of Wagering Information | 342 | 326 |
| 166 | Interstate Transportation in Aid of Racketeering | 451 | 1,428 |
| 167 | Destruction of Interstate Property | 82 | 45 |
| 168 | Interstate Transportation of Wagering Paraphernalia | 70 | 57 |
| | [redacted] | | |
| 172 | Sports Bribery | 15 | 25 |
| 173 | Public Accommodations, Public Facilities, Public Education-Civil Rights Act 1964 | 902 | 1,374 |
| 174 | Bombing Matters | 184 | 175 |
| 175 | Assaulting the President or Vice President of the United States Matters | 21 | 17 |
| 176 | Anti Riot Laws (ARL) | 2 | 0 |
| 177 | Descrimination in Housing | 16 | 0 |
| 178 | Public Law | 2 | 0 |
| 179 | Extortionate Credit Transactions | 1 | 0 |
| | | 150,401 | 146,062 |

b2
b7D

Memo Short to Tavel
Re: New Files Fiscal Years 1967 and 1968

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1968 | NEW FILES F.Y. 1967 |
|---|---|---|---|
| 67 | Personnel Records Unit | 11,309 | 11,518 |
| | GRAND TOTAL | 161,710 | 157,580 |

February 6, 1969

REC-12 66-2319-206

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Chicago, Illinois

Dear [redacted]

Your suggestions have been received that offices be permitted to discontinue placing file numbers on personnel files and that when certain items have been missing for a period of ten years they no longer be included on the list of such files and serials. After consideration, it has been decided a change in the manner in which these files are handled is not warranted. With regard to your second proposal, similar ones have been considered in the past and not adopted since for good accountability it is desirable to continue looking for these articles.

I appreciate the interest which led you to submit your ideas to me.

Sincerely yours,
J. Edgar Hoover

MAILED 4
FEB 6 - 1969
COMM-FBI

2 - Chicago
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

MML:saj
(6)

(Suggestions 510-69 and 511-69 dated 1/30/69)

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

edm

226

57 FEB 14 1969

MAIL ROOM ☐ TELETYPE UNIT ☐

(CONTINUED-OVER)

[redacted]

b6
b7C

NOTE: Suggestion 510-69 proposes file numbers no longer be placed on personnel files but that material placed in them be given serial numbers only since suggester states it is almost impossible to determine whether a break in sequence in personnel closed files is an indication of a missing applicant investigative file or whether this number is that of a personnel file.

Training Division has discussed this matter with Chief Clerk's Desk and with Washington Field Office. These files are maintained in alphabetical order in the SAC's office until their destruction 90 days after an employee resigns or retires or until employee is transferred when the file is sent to his new office of assignment. Charge outs are maintained for these files in the Chief Clerk's Office since personnel files are never maintained there. With proper communication between SAC's office and the Chief Clerk's Office no problem should exist. When an employee resigns or retires, the Chief Clerk's Office should be advised so that a permanent charge-out is placed in sequence or notation should be made on charge out when file is transferred to another office. Once employee is no longer assigned to an office where investigation was made regarding him then the investigative file is replaced in closed files section. Training Division recommends idea not be adopted.

Suggestion 511-69 proposes when a file or serial is missing for a period of 10 years that Bureau authorize its deletion from list of missing documents.

Administrative Division advised policy in this regard was established by memorandum 10/26/55 and on December 1 each year each field office must submit a report on efforts taken to locate these items irrespective of length of time of their loss. This assures Bureau of a readily available record of all missing material for a clear over-all picture of field relating to such matters. It is field offices continuing responsibility to insure that employees search for these items and there should be no relaxing on their part in affording maximum security to our files. Further under certain conditions, missing files and serials can be removed from list when material is in a classification that would have been destroyed under our file destruction program which in some instances may be three, five, ten or twenty years depending on classification. Training Division recommends this idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#510-69

Date: January 30, 1969

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Chicago

b6
b7C

SUGGESTION

That file numbers on personnel files be discontinued and that material placed in these files be given serial numbers only.

Bureau Files

FEB 4 1969

Current practice or rule (Include manual citation as well as facts) Personnel files and Bureau applicants are assigned numbers in the 67 classification as provided for in the Manual of Rules and Regulations, II-9-7.

Advantages of suggestion and annual savings (Include basis for estimate) This would eliminate any doubt concerning the possibility of a missing 67 file in the closed section. There is no apparent advantage in numbering personnel files since these files are always kept segregated from the other 67 files and are maintained in alphabetical rather than numerical sequence in the office of the Special Agent in Charge until their destruction 90 days after the employee resigns or retires or until the employee is transferred, when the file is sent to his new office of assignment. All other 67 files are eventually filed in the closed section, at which time red card chargeouts of these individual files are removed. Inasmuch as personnel files are not charged out and there is no record as

(Continued on attached page)

Disadvantages of suggestion

There are no apparent disadvantages.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit.
Recommend favorable consideration.

M. W. JOHNSON, Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

REC-12 66-2319-206

8 FEB 4 1969

Ltr of appre
M.L. Saj
2/6/69

MG (5)

3-Bureau; 2-Chicago (1 Personnel file [redacted] 1 CG file 66-4468)

Advantages of suggestion (Cont'd.)

to the numbers appearing thereon other than on the index card filed in the general indices, it is practically impossible to determine whether a break in sequence in the 67 closed files is an indication of a missing applicant investigative file, or whether this number is that of a personnel file. Even a search through all current personnel files would not provide conclusive information, as the number in question could be that of a personnel file which had been either forwarded to another office or destroyed.

The only alternative to the problem outlined above is to maintain an up-to-date record available to all employees working in closed files, which would show in numerical order the numbers used for personnel files, and, since personnel files are opened by employees in the office of the Special Agent in Charge rather than in the Chief Clerk's Office, this would be a cumbersome record to maintain and its only value would be that of a reference to files whose numbers serve no practical purpose in any of the office filing functions.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#511-69

Date: January 30, 1969

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: CHICAGO

b6
b7C

SUGGESTION

When a file or serial is missing for a period of 10 years, that the Bureau authorize its deletion from the list of missing documents.

6 Bureau Files

EXP. PROC.

Current practice or rule (Include manual citation as well as facts)

The Manual of Rules and Regulations, II-3-7a, requires that the Bureau be informed of files or serials missing for 30 days, and

Advantages of suggestion and annual savings (Include basis for estimate)

When a document has not been located within a 10 year period after every effort has been made to find it, it most likely no longer exists. In addition to the constant searching for the missing document by the locate clerks, continuous expansion projects will have been in progress in the closed files section, and also during this extended period of time many thousands of files and serials will have been pulled and re-filed. If the missing item is not turned up within 10 years, the chances of its ever being located are very remote. The deletion of these items would relieve the locate clerks from the need for recording them on their daily locate lists and would also be

Disadvantages of suggestion

None apparent.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] estion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Mis[s] [redacted] Chief Clerk
Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit.
Recommend favorable consideration.

M. W. JOHNSON, Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

REC-12 66-2379-207

let op appr
M 2/6/69

5 FEB 14 1969 226

3 FEB 10 1969

TWO

MG (5)
3-Bureau; 2-Chicago (1 Personnel file [redacted] 1 CG file 66-4468)

Current practice (Cont'd.)

also be notified when these documents are located. In addition, on December 1st of each year the Bureau must be informed of efforts which have been made to locate these missing items. Each missing document is now reported upon for an indefinite period.

Advantages (Cont'd.)

of practical assistance to both the Bureau and the office in connection with the annual reporting of them as missing.

February 6, 1969

PERSONAL

REC 107. 66-2319-208

C

b6
b7C

[redacted]

Federal Bureau of Investigation
St. Louis, Missouri

Dear [redacted]

Your suggestion has been received that administrative files be filed numerically in the pending section rather than in alphabetical sequence. After evaluation, it has been decided the present system is preferred and the time and work involved in changing this procedure would far outweigh any anticipated benefit.

I appreciate the interest which prompted you to submit your idea to me.

Sincerely yours,

J. Edgar Hoover

MAILED 4
FEB 6 - 1969
COMM-FBI

- St. Louis
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

MML:saj
(6)

(Suggestion 516-69 dated 1/30/69)

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

61 FEB 10 1969

MAIL ROOM [ ] TELETYPE UNIT [ ]

(CONTINUED-OVER)

[redacted]

b6
b7C

NOTE: Suggests administrative files be filed numerically in pending files section rather than in alphabetical sequence.

Training Division has discussed this matter with Washington Field Office and both agree present system preferred. These files are administrative in nature and it is much easier to find one you are looking for by name rather than by file number, such as, Vouchers, Check Circulars, etc. As a general rule, employees who work with these files are familiar with them and assigned to this type of work only. It is estimated that over 50% of this type of correspondence comes to a field office without a file number so it is easier to file by subject matter alphabetically. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#516-69

Date: 1-30-69

To: Director, FBI

From: (Suggester's name)

Division of Assignment: St. Louis

b6
b7C

SUGGESTION

Administrative files be filed numerically in pending files section rather than in alphabetical sequence.

FEB 4 1969

Current practice or rule (Include manual citation as well as facts)

These files are to be filed by caption of the file in alphabetical sequence in pending files section. MRR, Part II, Section 3, Page 8, Para. 3(c).

Advantages of suggestion and annual savings (Include basis for estimate)

Anyone only having a file number and not the title of the Administrative file must first ascertain the title before file can be located. Employees that do not work with Administrative files regularly and are not familiar with the special filing arrangement, are not able to readily locate these files.

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

Recommend

REC 107 66-2319-208

Asst. Chief Clerk

Joseph H. Gamble Sqe

Signature and Title

(Do not write in this space - for Bureau use only)

Ext. Ltr. Approved
Dir. Sec'y
1-27-69

22 FEB 4 1969

5-Bureau; 2-St. Louis (1-66-2168, 1-PF

June 10, 1969

PERSONAL

REC 82 66-12319-209

[redacted]

b6
b7C

Federal Bureau of Investigation
San Francisco, California

Dear [redacted]

I have received your suggestion that an alphabetical listing of all Bureau field offices with appropriate space for file numbers be printed on the reverse side of FD-245. You may be interested to know this proposal has been considered previously and not adopted since to do so would increase the cost and administrative handling of these items.

Your thoughtfulness and initiative in submitting this idea are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

2 - San Francisco
1 - Suggestion file
1 - Field personnel file

MAILED 6
JUN 10 1969
COMM-FBI

Your attention is called to the Manual of Rules and Regulations, Part II, Section 3, item 2f on page 7a which states: "File numbers of auxiliary offices may be entered in longhand on inside of file cover in right-hand corner."

1 - Personnel file of [redacted]

JER:pld
(6)

(Suggestion 869-69 dated 6/5/69)

Form

NOTE: Suggests FD-245 (File Cover for Case Files) be printed with alphabetical listing of all Bureau field offices with appropriate space for file numbers on reverse side.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

54 JUN 17 1969

MAIL ROOM TELETYPE UNIT

(NOTE continued page 2)

[redacted]

b6
b7C

NOTE: (continued)

Same idea considered previously and not adopted. Procedure is already provided for as noted in rules quoted to SAC, San Francisco; however, to have FD-245s printed as proposed would make them unnecessarily more expensive since, in majority of cases, few of these entries would be used. Also, each time an office opened or closed, covers would have to be revised accordingly when next printed. In addition, more clerical time would be consumed to change covers or transfer information each time a new volume was opened or a cover became worn or damaged. For these reasons idea should not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

869-69

6/5/69

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | SAN FRANCISCO |

b6
b7C

SUGGESTION

On the reverse side of the file front (FD-245) print an alphabetical listing of all Bureau field divisions with space thereafter for that office's file number for case in question. The Bufile # could be placed at the top with a blank line directly underneath titled "Office of Origin," after which the OO and file number could be handwritten in. Extra lines should appear under the "OO" for a new office in case of change. (The placing of the Bufile on this side would be optional, since it already appears on the front.) This listing would be maintained by the rotor clerk and, in the opening of a new case, could be optional, that is - in certain classifications where only one or two other offices are involved, or in matters where only one or two other offices are involved, or in matters where it is known investigation will be limited, its use would be directed by the supervisor. In cases where it is NOT deemed desirable, the supply of FD-245's presently in each office could be utilized. With regard to files already opened, the new file front could be substituted as desired by supervisor.

Current practice or rule (Include manual citation as well as facts)

NONE

Advantages of suggestion and annual savings (Include basis for estimate)

Particularly in voluminous files, this form would cut down both agent and clerical time spent in paging through serials to locate auxiliary office file numbers. It would also indicate to the supervisor and agent assigned the case what offices have had previous correspondence. It would serve as a great help to an agent re-assigned an "active" case consisting of several volumes.

EXP. PROC.

32 JUN 9 1969

Disadvantages of suggestion

NONE

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Secretary (Steno.)

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit and recommend Bureau give further consideration to adoption.

Charles W. Bates
Special Agent in Charge

(Do not write in this space - for Bureau use only)

Ltr apprec 2 detached
JER:pld pld 6-10-69
6-10-69

REC 82

66-2319-209

18 JUN 9 1969

[redacted]

REC-128

66-2319-210

September 25, 1969

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
New York, New York

Dear [redacted]

Thank you for the suggestion that a list of all field offices be maintained on the inside of file jackets or as the top serial as a means for recording appropriate file numbers. I thought you would be interested to know that similar proposals have been considered in the past and not adopted since it was decided the present provision for entering these numbers on file covers is adequate.

Although favorable action was not taken in this instance, the interest which led you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 20
SEP 25 1969
COMM-FBI

2 - New York
1 - Field personnel file
1 - Suggestion file

Your attention is called to the Manual of Rules and Regulations, Part II, Section 3, 2, f, page 7a wherein it states: "File numbers for auxiliary offices may be entered in longhand on the inside of the file cover in the right-hand corner." This is the accepted procedure in the event it is felt these numbers facilitate handling case files but unserialized sheets for this purpose should not be utilized.

1 - Personnel file of SA [redacted]

MML:ag
(6)

(Suggestion 163-70 dated 9/19/69)

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

NOTE: Suggests a list of all field offices be maintained either on inside of file jacket or as the top serial in the file. Upon receipt of

59 OCT 7 1969

MAIL ROOM ☐ TELETYPE UNIT ☐

(Note continued on page two)

Letter to [redacted]

b6
b7C

NOTE: (Continued)

communications from other field offices, the appropriate file number would then be recorded for ready reference opposite name of particular office.

Numerous ideas have been considered in past regarding proposed procedures and not adopted due to rule set forth for SAC's information. This would be a time-consuming practice and data would have to be placed on each new volume of file when opened. Training Division recommends current idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#163-40

Date: 9/19/69

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | New York |

b6
b7C

SUGGESTION

It is suggested that a list of all field offices be maintained either on the inside cover of the file jacket, or as the top serial in the file. Upon receipt of communications from other field offices, the appropriate file number would then be recorded for ready reference, opposite the name of the particular office.

O
Files

EXP. PROC.
37 SEP 23 1969 32

Current practice or rule (Include manual citation as well as facts)

There is no standard practice in this regard at present.

Advantages of suggestion and annual savings (include basis for estimate)

It is felt that this suggestion would save considerable agent time and effort in the preparation of outgoing communications and in expediting the preparation of urgent communications. In addition, considerable time may be saved in auxiliary offices which may have received previous communications in the case years before but for which a file # is not readily available to the 00. This is particularly true in long and involved cases which run for years and contain numerous volumes. This suggestion would effect a standardized procedure where none exits at present. Financial savings are not estimated herein but the savings in agent and clerical time in a year would be substantial.

Disadvantages of suggestion

The list would have to be removed when a new volume is opened and transferred to the current volume.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head: Use of proposed list could be made optional so as to avoid its use in those files in which it would not be of value.

REC-128

M K Foudin
Signature and Title SAC, ADM. DIV.

(Do not write in this space - for Bureau use only)

Det approved
mtag
9/25/69

66-2379-210

26

3 SEP 28 1969

MWO

(2)-Bureau
1-Suggestion File
1-Personnel File SA [redacted]

November 6, 1969

PERSONAL

REC-110 66-2319-211

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for the suggestion that folder-type covers be used for Bureau files rather than the separate fronts and backs. You may be interested to know that various items for this purpose have been considered over the years and not adopted. It was concluded the present system is the most desirable for several reasons.

Although favorable action was not taken in this instance, I appreciate the interest you displayed in submitting your idea to me.

MAILED 24
NOV - 6 1969
COMM-FBI

Sincerely yours,
J. Edgar Hoover

1 - Mr. Sullivan
1 - Personnel file of [redacted]
MLML:agag
(5)

(Suggestion 253-70 dated 10/31/69)

NOTE: Suggests folder-type covers be used for Bureau files instead of fronts and backs as at present (illustration attached). For open-type filing, raised tab would be used to imprint file numbers.

Domestic Intelligence Division stated that, while some time could be saved by use of folder-type covers it felt that the folder-type would not afford added protection for serials and initial cost of converting to new type would far outweigh any saving in clerical time in assembling and locating files. It opposed adoption. Files and Communications Division noted that over the years numerous ideas have been submitted about use of

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

5 NOV 17 1969
MAIL ROOM TELETYPE UNIT

(Note continued on page 2)

Letter to [redacted]

b6
b7C

NOTE: (Continued)

similar types of file covers and trials have been made with some of these and the conclusion was reached that present type as used at SOG and in field is most desirable. The card-type now used is much easier to maintain, service and review. Due to these views, Training Division recommends idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#253,410

Date
10-31-69

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Domestic intelligence

b6
b7C

SUGGESTION

Folder type covers be utilized for Bureau files instead of front and backs as at present. (Illustration attached.) For open type filing, raised tab will be used to imprint file numbers.

Current practice or rule (include manual citation as well as facts)

Files is made up utilizing separate front and back folder joined by a fastener.

Advantages of suggestion and annual savings (include basis for estimate)

Since serials will be attached to back only, time will be saved in assembling file and each time a serial is inserted or removed. Being a folder type added protection will be given to serials. In the case of open filing systems, file number will be readily seen and make file locate easier. Savings cannot be estimated although efficient filing practices should reduce costs.

Disadvantages of suggestion

Initial costs of changeover of covers.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered f n is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

See Addendum Page 2

REC-110 66-2319-2111

W. C. Sullivan

Signature and Title

(Do not write in this space - for Bureau use only)

Recommend Award
$100
11/6/69

ENCLOSURE

10 NOV 7 1969

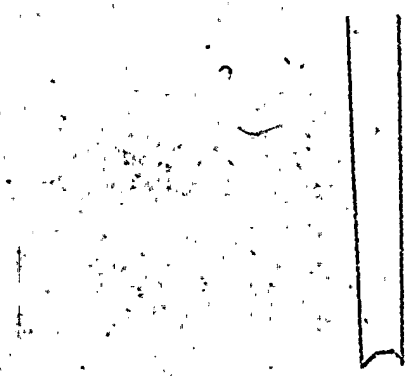
2 JAH

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION, 11/4/69, LEB:dlm

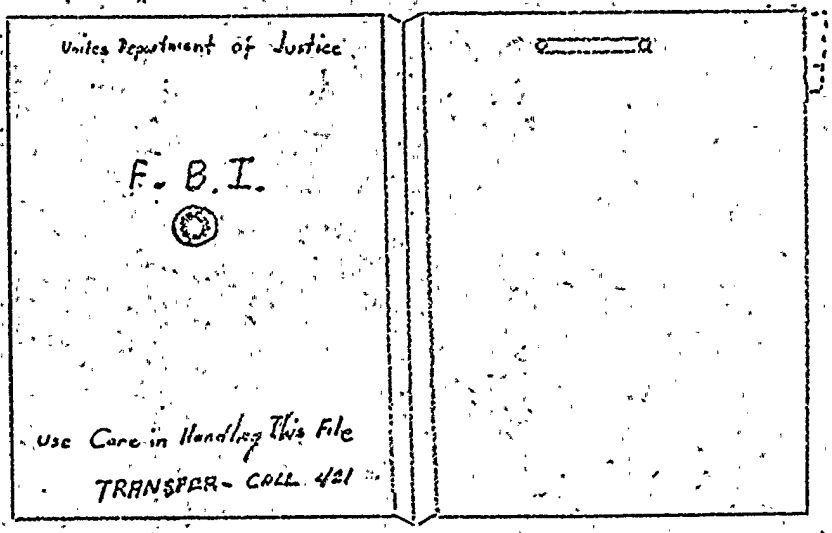
Suggester recommends that folder-type covers be utilized for Bureau files instead of the separate front and back used at present. Suggester notes that for open-type filing a raised tab may be used on the folder to imprint the file numbers. Suggester notes also that in view of the fact that the fastener will only be attached to the back portion of the folder, time will be saved in assembling the files each time a serial is inserted or removed from a file. Additionally added protection will be afforded the serials and in the case of open filing the file number will be readily seen and make file locates easier.

At present Bureau files are assembled by utilizing separate backs and fronts and held together by a metal fastener. Each time a serial is placed in a file or removed it is necessary to remove the top cover. While some time could be saved by the use of folder-type serials, it is felt that the folder-type serials would not afford added protection for the serials and the initial cost of converting to folder-type covers would far outway any savings in clerical time in assembling and locating files.

In view of the above, it is recommended the suggestion not be adopted.



END VIEW




BACK VIEW

ENCLOSURE 66-2319-21

November 6, 1969

PERSONAL

REC-28 66-2319-212
ST-115

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for the suggestion that Form 4-49 be stamped with a particular abbreviation under certain circumstances. This proposal has been considered and it has been decided the present procedure is preferred since it is sufficient to provide the expeditious handling of files.

I appreciate the interest which led you to submit your idea to me.

Sincerely yours,
J. Edgar Hoover

1 - Mr. Sullivan
1 - Personnel file of [redacted]
NML:agoq
(5)

(Suggestion 250-70 dated 10/30/69)

NOTE: Suggests Form 4-49 (Serial Marker) be stamped "B & R" instead of "Special" when routing "Box and Run" files.

MAILED 24
NOV - 6 1969
COMM-FBI

Domestic Intelligence Division advised at present, when a desk requests a file for immediate delivery, the file is located immediately and Form 4-49 is affixed to file containing date and stamped "SPEC." File is then delivered in a box by next courier to proper building where request originated. Filing Unit does maintain some notation as to box number and run number in which file was sent but these notations are merely internal control measures. Fact that "Box and Run" notation was made does not

(Note continued on page 2)

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

NOV 21 1969

MAIL ROOM ☐ TELETYPE UNIT ☐

Letter to [redacted]

b6
b7C

NOTE: (Continued)

mean file was more expeditiously handled. Upon receipt, mail clerk is supposed to route "Special" files to requesting desks immediately. The so-called "B & R" files will not be handled in a more expeditious manner if idea approved so this division opposed adoption. Files and Communications Division also opposed adoption pointing out that "Special" is sufficient for handling files expeditiously. "Box and Run" is used only in situations where extreme emergency dictates its use and is a small amount of requests received. Regular, Next Delivery and Special are all that are necessary to differentiate between types of service given these requests. Training Division, therefore, opposes adoption.

Employee Suggestion
FD-255 (Rev. 9-11-59)

#250-40

Date
10/30/69

To:
Director, FBI

Division of Assignment
Domestic Intelligence

b6
b7C

SUGGESTION

That form 4-49, routing slip for routing of files, be stamped "B & R" instead of Special in the routing of Box and Run Files.

Files

Current practice or rule (Include manual citation as well as facts)

Box and Run files are currently being routed with A Special Stamp on the 4-49 forms with a small "B&R" written in with pen.

Advantages of suggestion and annual savings (include basis for estimate)

The advantage of this suggestion is that there will be less tendancy of errors and the individual sorting files would be able to identify these files much easier that currently practiced. Since Box and Run files are the most important form of files called, it is necessary that these files can be properly spotted and immediately carried to the individual who called the file.

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Mail Supervisor

Signature and Title of Suggester

Recommendations and comments of Division Head

See addendum page two

REC-28
ST-115

66-2319-212

NOV 12 1969

Signature and Title

(Do not write in this space - for Bureau use only)

Not adopted
TAL:cng
11/6/69

2 - GAR/me

ADDENDUM: DOMESTIC INTELLIGENCE DIVISION LEB:pag 11/3/69

Suggester proposes form 4-49 (file routing card) be stamped "B & R" (box and run) instead of stamped "SPEC" (special) when box and run numbers are called for by requesting desk at Seat of Government. Suggester notes placement of "B & R" stamp on form 4-49 will make these files easier to identify in the box and will speed them to requesting desks.

At present, when a desk requests a file for immediate delivery, the file is located immediately, form 4-49 is affixed to the file and the form is dated and stamped "SPEC." The file is then delivered to the proper building where the request originated in a box by the next courier. The Files Unit does maintain some notation as to the box number and run number in which the file was sent, but these notations are merely internal control measures. The fact that the box and run notation was made does not mean that the file was more expeditiously handled. Upon receipt, the mail clerk is supposed to route "special" files to requesting desks immediately. Therefore, the so-called "B & R" files will not be handled in a more expeditious manner.

In view of the above, it is recommended that suggestion not be adopted.

REC-87

66- 2319- 213

ST-110

November 26, 1969

PERSONAL

[redacted]

Federal Bureau of Investigation
San Francisco, California

b6
b7C

Dear [redacted]

I have received your suggestion regarding a method for assembling files in locations where these items are maintained on open shelves. After consideration, it has been decided that if the present system for preparing closed consolidated volumes of files is followed it will take care of any problems being encountered in the office to which you are assigned.

Although your idea was not adopted in this instance, the interest you displayed in submitting it to me is indeed appreciated.

MAILED 7
NOV 26 1969
COMM-FBI

Sincerely yours,
J. Edgar Hoover

2 - San Francisco
1 - Field personnel file
1 - Suggestion file

Your attention is called to SAC Letter 63-33 (A) dated 7/9/63 wherein a method for preparing file ends in connection with closed files was described. If this system is used properly, the fasteners will be on the inside of the file backs and no problems as mentioned by the suggester should be encountered.

1 - Personnel file of [redacted]

MJL:ag
(6)

(Suggestion 301-70 dated 11/20/69)

NOTE: Suggests changing file assemblage in closed files sections where files are stored on shelves. Sample of proposed method is attached whereby prong fastener is attached in slots through file front, front is folded along crease, mail is added to file, and another file front with compressor is attached on top.

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Tele. Room
Holmes
Gandy

59 DEC 2 1969

MAIL ROOM [ ] TELETYPE UNIT [ ]

(Note continued on page 2)

Letter to [redacted]

b6
b7C

NOTE: (Continued)

By SAC Letter 63-33 mentioned in note to SAC, field was advised of a method for making file ends from old file backs and attaching them to closed, consolidated volumes of files. If this method is used properly, there will be no fasteners exposed to lock files together and cause problems mentioned by suggester. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#301-10

ember 20, 1969

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | San Francisco |

b6
b7C

SUGGESTION

A change in file assemblage would eliminate six problems present in Closed Files Sections, and wherever Bureau files are stored on shelves. The change can be illustrated by taking a file front, attach the prong fastener in slots, fold along crease, add mail to the file, attach file front with compressor as usual. Cost would probably not change as present file fronts, unprinted, with prongs attached would replace present file backs.

~~EXP. PROC.~~

36 NOV 24 1969

Current practice or rule (Include manual citation as well as facts) Current practice is the use of file backs with the metal back of the fastener exposed. Though the metal back is glued to the file back, after short use and filing, the fastener loosens and protrudes.

Advantages of suggestion and annual savings (Include basis for estimate)

Suggested change would allow shelved files to fit flush together. The files would not lock together, building outward from the shelf as more files are added. Files would not lock together, causing several to fall out when one file is pulled. Possible misfiles can thus be avoided. Cards attached to file covers for special information would not snag and tear off. The back edge of the file front would not snag on the adjacent fastener, bending and weakening the file front. Files would not squirt off of over crowded shelves. The extra fold on the file back would give the file binding greater strength, slowing the wrinkling and folding of the file as it grows older.

Disadvantages of suggestion

Existing supply of file backs would have to be used. A few more inches might be required per shelf because of the extra file back thickness.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head Suggestion would alleviate problem of files sticking together, that is sticking to the fastener, and also mail sticking to the fastener. Disadvantage is in loss of filing space due to additional thickness of file back. Suggest Bureau consider and if no prior information on this point, might desire to contact some representative offices that use open shelf filing.

Charles W. Bates (ASAC)
Signature and Title

(Do not write in this space - for Bureau use only)

Lafayette Mtlg 11/26/69

ENC. BEHIND FILE

REC-87 66-2319-213

ST-110

17 NOV 24 1969

1 ENCLOSURE

59DEC2 1969

December 16, 1969

PERSONAL

66-2319-219

REC-77

b6
b7C

[redacted]

Federal Bureau of Investigation
New York, New York

Dear [redacted]

Your suggestions have been received that an appropriate warning statement be placed on file jackets when subjects have been known to be armed and dangerous or have suicidal tendencies and that a top serial be maintained in certain files containing the subject's description and photograph. I thought you would be interested to know that similar proposals have been considered previously and not adopted since it was decided the disadvantages involved in these procedures would outweigh any anticipated saving.

MAILED 4
DEC 16 1969
COMM-FBI

The interest you displayed in submitting your ideas to me is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

2 - New York
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
WML:ag
(6)

(Suggestions 379-70 and 380-70 dated 12/10/69)

NOTE: Suggestion 379-70 proposes appropriate caution statement be stamped on top of file jacket.

Same idea has been considered in recent past and not adopted. It was decided such action would place too much burden on Chief Clerk's Office. This information should appear in appropriate communications in file. Even with such notation on file jacket, file would still have to be reviewed to ascertain reasons why subject was considered armed and

(Note continued on page 2)

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

MAIL ROOM [ ] TELETYPE UNIT [ ]

5 DEC 22 1969

Letter to [redacted]

b6
b7C

NOTE: (Continued)

dangerous or had suicidal tendencies. Further, all fugitives should logically be considered armed and dangerous whether so described in communications or not. Placing such responsibility on Chief Clerk's Office could lead to errors in that stamp could be omitted from cover or not transferred if file cover had to be replaced. It was felt foregoing factors outweighed any anticipated advantage.

Suggestion 380-70 proposes files on security subjects contain a pink nonserialized form which would remain top serial of current volume of file and contain subject's description and photograph.

Numerous ideas have been considered in past regarding use of top unserialized sheet for containing descriptions in files. It was decided reliance on sheet setting forth this information would not be of value. For good records management, each item placed in file should be serialized. Time would be involved in transferring item each time a new volume of file opened. Reliance on entries rather than file review could lead to error or omission. Training Division recommends current idea not be approved.

Employee Suggestion
SD-252 (Rev. 9-11-59)

#319-10

Date: 12/10/69

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: New York

b6
b7C

SUGGESTION

In situation where subject has been designated Armed and Dangerous and/or Has Suicidal Tendencies, this statement should be stamped in enlarged letters on top of file jacket.

D FILES

DEC 12 1969

Current practice or rule (Include manual citation as well as facts)

Not in practice.

Advantages of suggestion and annual savings (Include basis for estimate)

Often times, subject's designation as such is set forth in an early volume of file and not in subsequent volumes. This results in statement being inadvertently omitted from subsequent communications. Statement on file cover would act as an immediate caution and reminder to Special Agent handling case.

Disadvantages of suggestion.

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any ju[illegible] within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss SA [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

Recommend.

REC-77 66-2319-214

[redacted]

Signature and Title

(Do not write in this space - for Bureau use only)

Let appropriate 12/16/69

5 DEC 17 1969

Employee Suggestion
F-252 (Rev. 9-11-59)

#380-40

Date 12/10/69

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment New York

b6
b7C

SUGGESTION In files on security subjects, subject's description and photo should be placed on a non-serialized pink form, which would remain as top serial of current volume. Color pink would serve as flag that form is not to be serialized, similar to FD-238 in administrative section of informant files. Changes or up-dating form would become responsibility of case agent. Form would not eliminate necessity of setting forth full descriptive data where required (i.e. investigative reports, dissemination communications or FD-302s, following interviews). Form would not set forth resume of subversive background and would not be intended to replace necessary file reviews. Form could also include space for file numbers of auxiliary offices. (SAMPLE FORM ATTACHED)

0 FILES

EXP. PROC.
30 DEC 12 1969 35

Current practice or rule (Include manual citation as well as facts)

Not currently in practice except auxiliary office file numbers may be written on inside of front cover.

Advantages of suggestion and annual savings (Include basis for estimate) Form would serve as immediate reference and assist greatly in file reviews. Most often, descriptive information is set forth in first volume of file and not again unless special situation requires. SAs or file reviewers must go to early volumes of multi-volume case merely to obtain description. Photograph with current volume would assist file reviewers in immediately eliminating some references, based on appearance (race, age, etc.). A newly assigned agent could gain immediate familiarity with subject on whom there has been extensive investigation. Ready access to auxiliary office file numbers would be greatly beneficial in preparation of outgoing communications and eliminate needless indices search by receiving office. Dollar value on countless agent and file reviewer hours saved ~~would be difficult to assess.~~

Disadvantages of suggestion

Minimum amount of time spent in preparing form. Form would be utilized on pending matters and prepared on closed cases as they are reopened for investigation. No attempt would be made to prepare forms on all closed matters.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

[redacted] SA

Signature and Title of Suggester

Recommendations and comments of Division Head

REC. 87 66-2319-215

Recommended

Joseph W. Gauble 17

DEC 12 1969

Signature and Title

(Do not write in this space - for Bureau use only)

Let appreciation
ML:pg
12/16/69

1 ENCLOSURE

[redacted]

JAN 23 1970

FD 000

# Subject's Descriptive Information Form

Name: .....

Commonly known as: .....

Aliases: .....

Race: .....

Dob and Pob: .....

Residence: .....

Height: .....

Weight: .....

Build: .....

Eyes: .....

Complexion: .....

Scars and Marks: .....

Peculiarities & Characteristics: .....

Occupation: .....

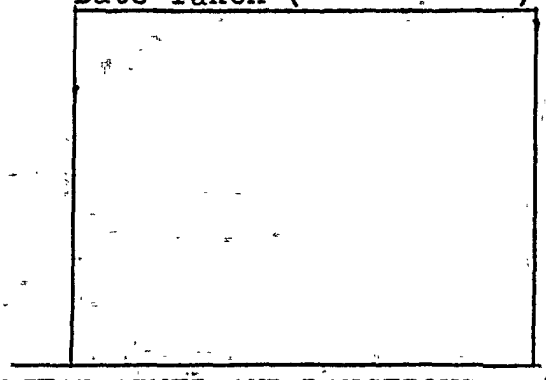
Social Security Number: .....

Marital Status: .....
(identity of spouse)

FBI Number: .....

Military Service Number: .....

Photograph
Date Taken (  )



File Numbers
Auxiliary Offices

.....

.....

.....

.....

.....

SUBJECT ARMED AND DANGEROUS (Circle in red if applies)

66-2319-215

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 10-23-69

b6
b7C

FROM : F. W. Waikart

SUBJECT: FBI FORM BOOK
REVISION OF FORM 4-94

0 Files

It is requested that Form 4-94 be revised according to attached sample. A copy of current form and a requisition for a supply of the revised form are also attached.

RECOMMENDATION:

That this memorandum be forwarded to Forms Management Desk, Training Division, for appropriate action.

Enclosures

LFI:bpr
(3)

Revision of 4-94 noted in Desk Form Book 10-23-69

3 enclosures

REC-111

66-2319-

14 DEC 23 1969

56 JAN 1970

4-94 (Rev. 1-4-67)





(SUBJECT) (FILE NO.)

ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE "SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

*(TAB CARD IN THE NUMBERING UNIT INDICATES ACTION TAKEN)*

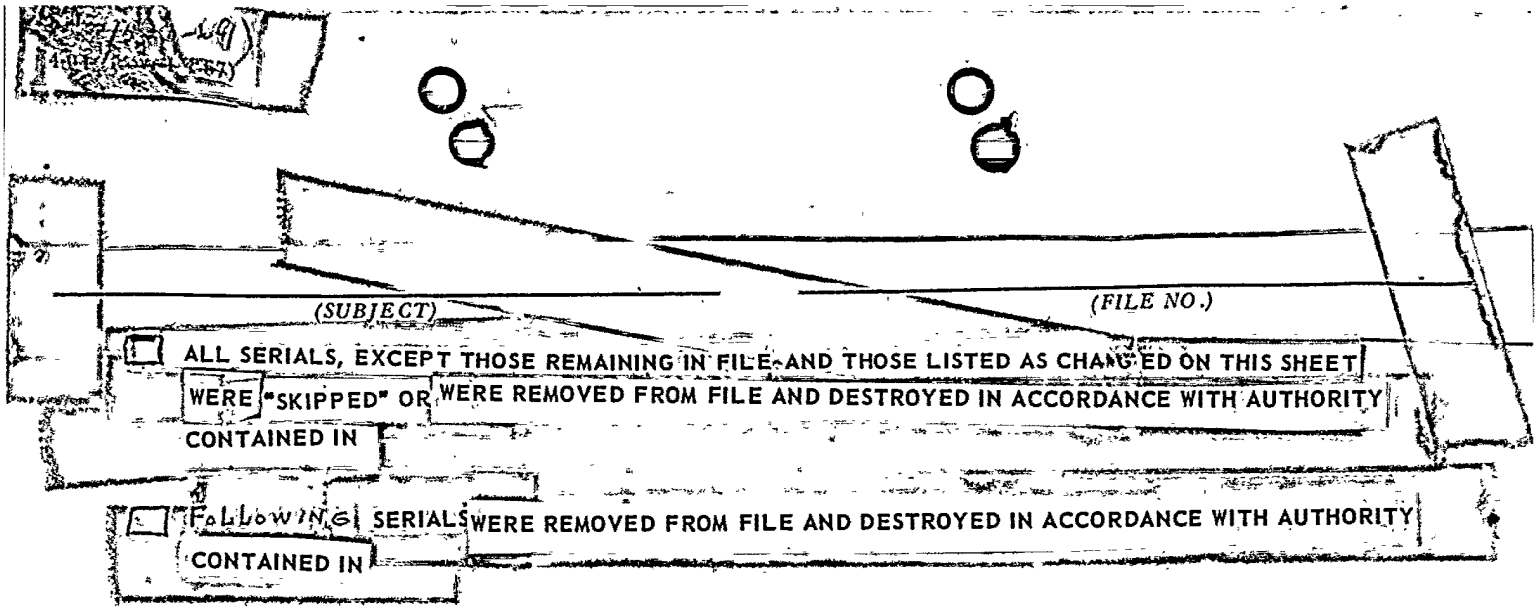
DATE

INITIALS

66-2319-216

ENCLOSURE

CURRENT 4-94



(SUBJECT) (FILE NO.)

☐ ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE "SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

☐ FOLLOWING SERIALS WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

(TAB CARD-IN-THE-NUMBERING-UNIT INDICATES ACTION TAKEN)

DATE

INITIALS

66-2319-216

ENCLOSURE

PROPOSED REVISED 4-94

4-94 (Rev. 10-23-69)

(SUBJECT) (FILE NO.)

☐ ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE "SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

☐ FOLLOWING SERIALS WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

*(TAB CARD IN THE NUMBERING UNIT INDICATES ACTION TAKEN)*

DATE _____

INITIALS _____

66-2319-216 Serials 10/23/69 memo re

ENCLOSURE

PRINTED REVISED 4-94

gm 66-2319-217

REC 12

January 28, 1970

PERSONAL

Mr. Robert E. Gebhardt
Federal Bureau of Investigation
Jacksonville, Florida

Dear Mr. Gebhardt:

I have received your suggestion regarding the use of a "color system" in the closed file sections of field offices as an extension of the procedure whereby file ends are placed on these consolidated volumes. This proposal has been evaluated and, while there is absolutely no objection to such a practice, it has been decided the action necessary to bring it to the attention of all offices is not warranted due to the varying conditions existing in these locations.

MAILED 21
JAN 28 1970
COMM-FBI

Although your idea was not adopted in this instance, the interest you displayed in bringing this matter to my attention is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

1 - Jacksonville (Suggestion file)
1 - Personnel file of SAC Robert E. Gebhardt
ML:cak OAK
(5) (Suggestion 483-70 dated 1/16/70)

NOTE: Pursuant to SAC Letter 63-33, dated 7/9/63, whereby each office with open-shelf filing for closed, consolidated volumes of files was advised of a method for preparing and attaching file ends to these volumes and marking them with the beginning and ending file numbers in each volume, Jacksonville Office started using a "color system" approximately six months ago in addition to marking these ends with file numbers (samples attached). SAC Gebhardt stated this color system has been a great "safeguard" against misfiling. The system is merely the placing of colored, unprinted gummed labels on file ends.

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

59 FEB 9 1970 322

(NOTE Continued on Page 2)

NOTE Continued:

Different colors are used for different classifications and when full spectrum of colors has been exhausted, the colored labels are then placed in different locations on file ends, but placed in same location for the particular classification. As noted on samples, two different colors are used for four different classifications, but location of gummed labels in two instances are entirely different and as entire shelf is viewed for a particular classification, any consolidated file being misfiled will stand out immediately. Suggests this sytem could be brought to attention of other offices as an optional procedure.

Training Division has discussed this matter telephonically with Inspection Division and it is agreed procedure does not warrant an SAC Letter. While it may help in safeguarding against misfiles and may be eye-catching, procedure would involve extra work on part of individuals handling these files. Filing by number should be entirely sufficient and one should not depend on colors alone. In event an individual should be color-blind, it would not aid him whatsoever in handling files. Training Division recommends no further action regarding this proposal.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#483-10

Date: 1/16/70

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | ROBERT E. GEBHARDT | JACKSONVILLE |

SUGGESTION Pursuant to SAC Letter 63-33, dated 7/9/63, it is optional with each office to follow the procedure of utilizing file ends of the desired width which may be made from filebacks and placed over the Acco fastener as the first and last item on the fastener to create a durable end for each file. This authority continues that the beginning and ending file numbers in the consolidated volume should be done in permanent black ink on the file end. This procedure, of course, is utilized only where an office has open-shelf filing. The Jacksonville Office has been utilizing this filing system for some years, and it has not only been found effective and efficient, but presents a most favorable impression when viewing the open-shelf- files in the closed files section.

Approximately six months ago, the Jacksonville Office started
(continued on next page)

Current practice or rule (Include manual citation as well as facts) There are no Bureau instructions known with respect to this suggestion. The only known filing system is as set forth above in the SAC Letter which is optional.

Advantages of suggestion and annual savings (Include basis for estimate)
It is a very definite safeguard against misfiling of consolidated closed files, particularly where there is a similarity of numbers such as "87s" and "88s".

C

Disadvantages of suggestion None known once the gummed labels are attached. However, the labels have been placed on the closed files in this division over a period as time was available to the Security Patrol Clerk.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss Robert E. Gebhardt
Signature and Title of Suggester

Recommendations and comments of ~~Division Head~~ Inspector: Special Agent in Charge
Division Head;

ENCLOSURE C

REC 12 66-2319-217
Signature and Title

(Do not write in this space - for Bureau use only)

ST 104

Let 00 Approc
ML:CAK 1/28/70

1 JAN 30 1970

2 - Jacksonville

2 Let - ML:CAK - 1/28/70

ADDENDUM OF INSPECTION DIVISION PAGE THREE

SUGGESTION (Continued)

a "color system" in the closed file section in addition to the above mentioned filing system, and based on the experience of the personnel of this office, particularly when placing consolidated files back into their respective sequence, it has been a great "safeguard" against misfiling. The color system is merely the placing of colored, unprinted gummed labels on the file ends. Different colors are utilized for different classifications and when the full spectrum of colors has been exhausted, the colored labels are then placed in different locations on the file ends, but placed in the same location for the particular classification.

As indicated in the four samples attached, two different colors are utilized for four different classifications, but the location of the gummed labels in two instances are entirely different and as the entire shelf is viewed for a particular classification, any consolidated file being misfiled will stand out immediately.

It is suggested the Bureau consider advising those offices utilizing the procedure set forth in the above-mentioned SAC Letter of this color system presently being utilized in Jacksonville for their consideration and possible utilization. It is suggested, as in the above-mentioned SAC Letter, this procedure be optional.

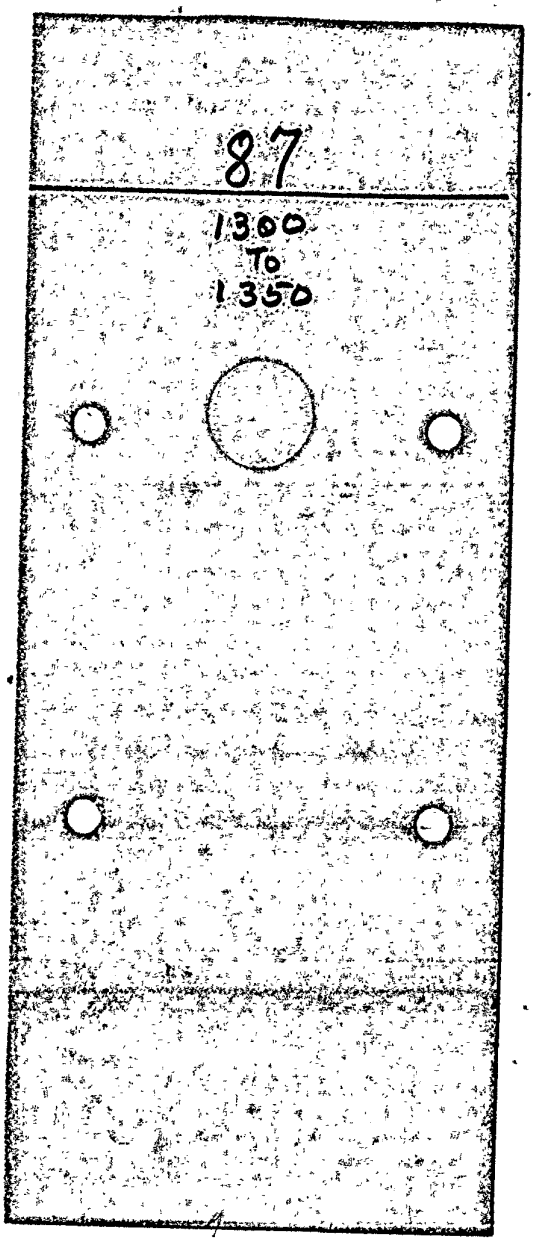


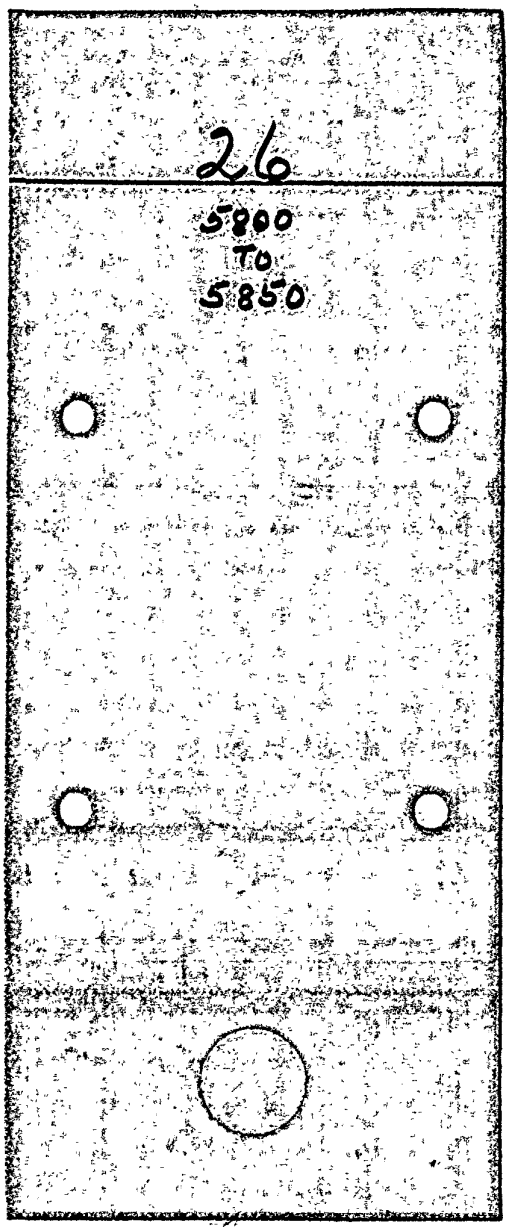
OVER

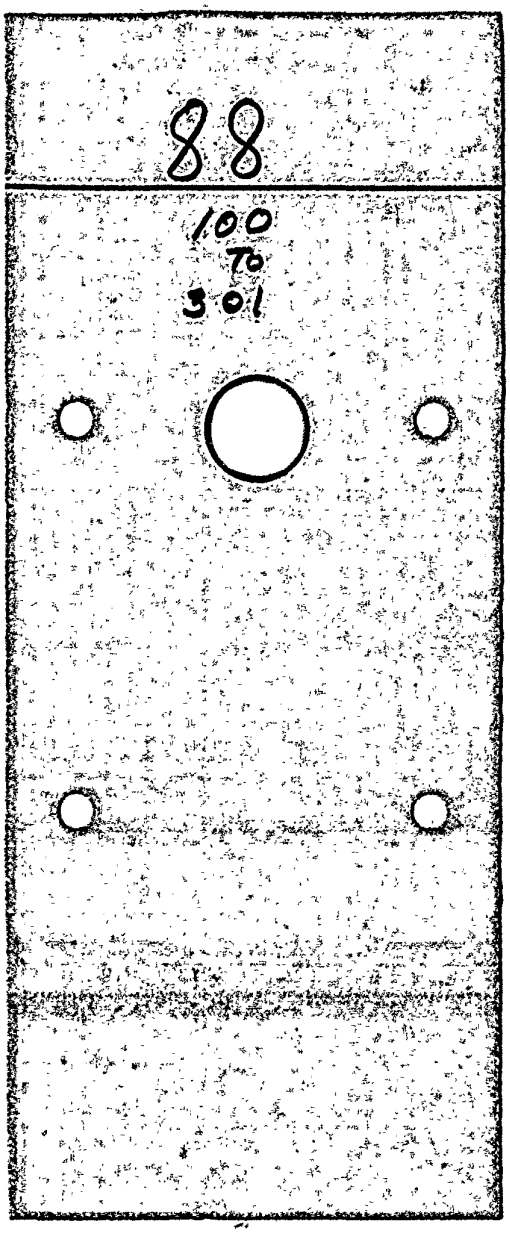
ADDENDUM
INSPECTOR D. W. MOORE
(DWM:wmj 1/21/70)

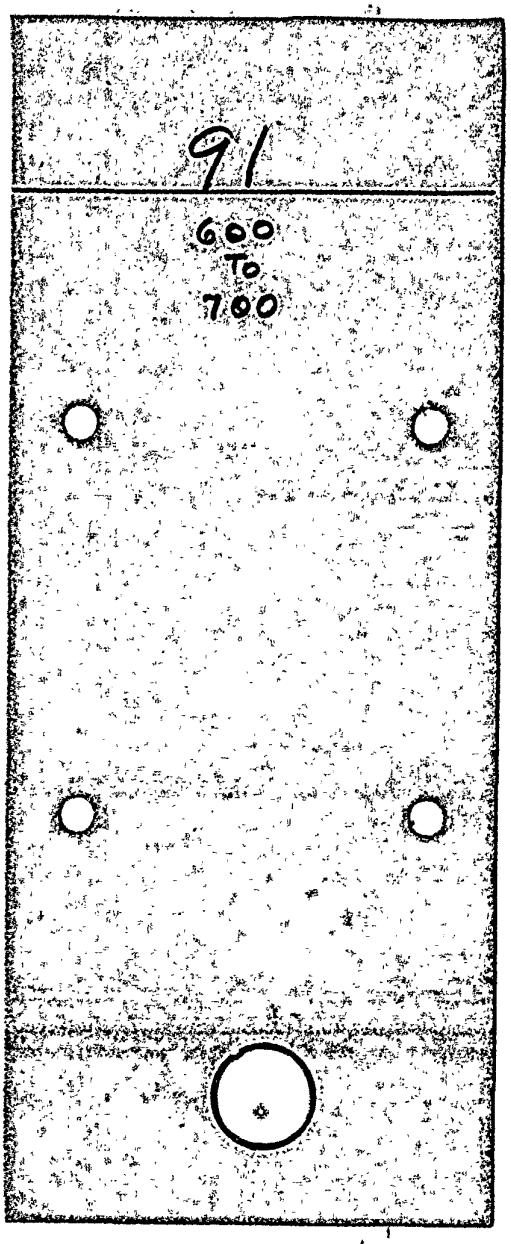
As a result of inspection of the Jacksonville Office, it appears that this suggestion is an excellent one in those offices where open shelf filing is in effect as this system of color coding file backs very definitely would safeguard against any misfiling. Therefore, it is suggested that consideration be given to bringing this to the attention of Bureau officials.

1


87
1300
TO
1350


26
5800
TO
5850


88
100
TO
301


91
600
TO
700

66-2319-218

REC-24

May 20, 1970

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that a system be initiated whereby files would be recorded as they come into an office and information would be noted as to whether they were released to be returned to file or routed to some other individual. After evaluation, it has been decided the additional work which would be involved in such a procedure by the personnel calling for files would not be warranted.

The interest which prompted you to submit your idea is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 10
MAY 20 1970
COMM-FBI

1 - Mr. Tavel
1 - Personnel file of [redacted]
ML:cak
(5)

(Suggestion 783-70 dated 5/18/70)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel, 5/18/70 captioned [redacted] GS-3, Filing Unit, Files and Communications Division, EOD 1/13/69, Streamlining Committee Suggestion, OTB:csa.

Training Division agrees with the views expressed in the above-mentioned memorandum and recommends idea not be adopted.

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

54 JUN 15 1970

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel ST

DATE: 5-18-70

FROM : J. W. Marshall

FILES

SUBJECT: [redacted]
GS-3, Filing Unit
Files and Communications Division
EOD 1-13-69

b6
b7C

STREAMLINING COMMITTEE SUGGESTION
#1183-1/0

[redacted] assigned to Filing Unit, has suggested through the division's Streamlining Committee that each person who calls files should keep a record of the files as they come into the individual offices and then cross off these files as they are released. Also, upon releasing the file, individual employee should indicate whether file went to another employee or back to the Filing Unit. He noted this would enable the clerk locating the file to find it much quicker thereby allowing the agent to handle the case much faster.

B

Personnel of the Filing Unit and members of the Streamlining Committee do not favor adoption of this suggestion inasmuch as considerable time would be required to accurately maintain a list of incoming and outgoing files including designating the name of the employee to whom the files are sent. Also, any inaccuracies in maintaining such a list would greatly reduce the effectiveness of this proposal. Since the primary objective and responsibility of file locate employees are to locate files as necessity dictates, it does not appear that this suggestion is worthy of adoption.

RECOMMENDATION:

For referral to the Training Division, Attention Suggestion Desk.

OTB:csa
(6)

ST
5/19

REC-24

66-2319-218

MAY 28 1970

let of appre and. cah 5/20

2 let - 5/19/70 - OAK

2 - Girlue

gm 66-2319-219

May 21, 1970

PERSONAL

REC 83

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have been advised of your suggestion concerning the consolidation of files in a particular classification under certain circumstances. It is a pleasure for me to advise you this proposal has been adopted and is being implemented.

The interest and initiative which prompted you to submit your idea are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Tavel
1 - Personnel file of [redacted]

MAILED 10
MAY 21 1970
COMM-FBI

MJL:cak (5)

(Suggestion 785-70 dated 5/18/70)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel dated 5/18/70 captioned [redacted] GS-4, Filing Unit, Files and Communications Division, EOD 8/29/66, OTB:csa.

Training Division discussed this matter with the Special Investigative Division and it had no objection to the proposed action since the files to be "scoped" are so old they would seldom be needed at this time.

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad

Scheduled for handling

56 JUN 17 1970

MAIL ROOM TELETYPE UNIT

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 5-18-70

FROM : J. W. Marshall

SUBJECT: [redacted]
GS-4, Filing Unit
Files and Communications Division
EOD 8-29-66

b6
b7C

STREAMLINING COMMITTEE SUGGESTION
#1485-no

Files

[redacted] assigned to Filing Unit, has suggested through the division's Streamlining Committee that files in the 77 classification (Departmental Applicants) (through the year 1945 be "scoped"). Scoping the files entails putting several files into one section with one front and back forming a new file of about 1½ to 2 inches in thickness. She pointed out that since the present files are in poor condition, contain only a few serials and date back to the early 1920's, considerable savings of space could be realized as well as time which would be required to repair the file covers for each individual file.

Personnel of the Filing Unit and members of the Streamlining Committee favor adoption of this suggestion inasmuch as it will provide for the recovery of valuable space and will enable these files to be repaired at a minimum cost as well as a minimum expenditure of time. Since only the files through the year 1945 will be scoped, it is felt this action will not create any hardship with regard to these files being called for review purposes. It is estimated that a 50% recovery in space will be realized or five cabinets will be recovered. Therefore, this procedure is being adopted and implemented.

RECOMMENDATION:

For referral to the Training Division, Attention Suggestion Desk.

OTB:csa
(6)

let OB approve and. cats 5/21/70

REC 83

66-2319-5 5/19/70

15 JUN 11 1970

2 gpr/mel

RA

ST-112

REC-34 66-2319-220

June 17, 1970

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Honolulu, Hawaii

Dear [redacted]

Pre creased

Thank you for the suggestion that file ends be furnished field offices by the Seat of Government and that a color code be utilized in major classifications. As a matter of possible interest to you, file covers are not prepared at the Bureau but must be obtained from another Government agency. The cost of obtaining file ends from a commercial outlet makes such action undesirable. With regard to the color coding, this proposal has been considered previously and not approved since it was decided that filing by number was entirely sufficient.

MAILED 25
JUN 17 1970
COMM-FBI

I appreciate the thoughtfulness which prompted you to submit your idea to me.

Sincerely yours,

J. Edgar Hoover

2 - Honolulu
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

ML:das das
(6)

(Suggestion 835-70 dated 6/10/70)

NOTE: Suggests Bureau supply precreased cardboard to be used in binding and identifying consolidated closed files maintained in open shelf filing. Also, suggests a color code be used in major classifications to aid in breaking down classifications for filing.

(NOTE Continued on Page 2)

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

edm

F 425

56 JUL 2 1970

MAIL ROOM TELETYPE UNIT

Letter to [redacted]

b6
b7C

NOTE Continued:

Present system for field offices is to make file ends from file backs and fronts and this method was sent to field by SAC letter due to a former suggestion. A six-month trial of this method was conducted by Houston Office and Inspection Division thoroughly evaluated the commercial product with preparation of these file ends by our personnel in field offices before a final decision was made in this matter. Commercial product was much more expensive and it was decided that file ends be made from present file backs by cutting strip the desired size and folding to create a file end. File ends of this type cannot be printed at SOG. Present file fronts and backs are obtained from GPO. While color coding might help in safeguarding against misfiles and may be eye-catching, procedure would be more expensive since special orders would have to be made to get color and we still would not obtain file ends from the commercial outlet. It would also be disadvantageous for color-blind employees who must handle these files. Training Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

# 435-10

Date
6/10/70

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Honolulu

b6
b7C

SUGGESTION

Bureau supply pre-creased cardboard to be utilized in binding and identifying consolidated closed files maintained in the open shelve filing. This pre-creased cardboard would have two blank lines across top portion and one blank line across lower portion. These lines would be utilized for indicating classification and serials contained in eachparticular consolidated section. Through the center section would be the letters "THRU" printed. Also four holes would be punched in the pre-creased cardboard. (see attached drawing for location and size) For indicating file numbers on each file a felt type marker would be utilized. Further it is suggested that a color code be used in the major classifications for example the 15 classification could be red and the 25 classification could be yellow and etc.

Current practice or rule (include manual citation as well as facts)

Current practice involves clerical time in measuring, cutting and folding old file backs and fronts to the required size.

Advantages of suggestion and annual savings (include basis for estimate)

Pre-creased cardboard would be neater in appearance due to the uniformity. It would also assure uniformity of size of all consolidated files maintained in the closed section. Use of color code would save time in breakdown of classifications for filing. Also the color code would aid in the location or searching for mislaid files. The amount of savings involved could not be estimated.

cFiles

Disadvantages of suggestion

None-except cost of processing, printing and hole punching of binder.

(The use by the United States of my suggestion shall not form the bas my heirs, or assigns upon the United States. I understand that I will be considere stion is adopted within two years after submission.)

XX Mr. ☐ Mrs. ☐ Miss

Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit and it would result in improved appearance of closed files section. It is also noted Bureau currently precreases top of file covers (FD-245)

Signature and Title

(Do not write in this space - for Bureau use only)

Let. of app. ML: das 6-17-70

1 JUN 15 1970

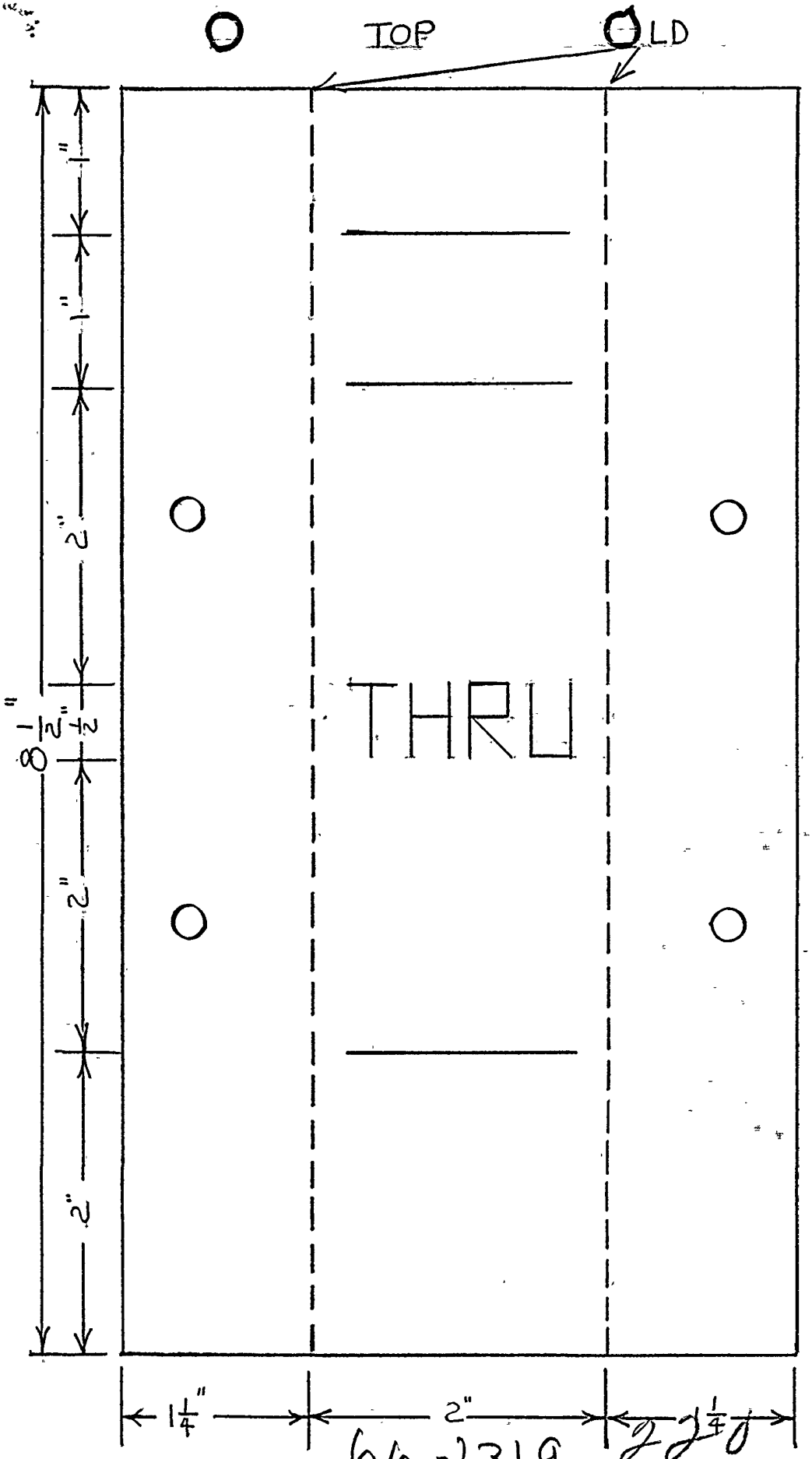
REC-34
ST-112

EXP. PROC.

JUN 15 1970

3 - Bureau 1 - Honolulu (66-611)

ENCLOSURE




66-2319-

ENCLOSURE

July 9, 1970

PERSONAL

EX 106

REC-59 66-2319-221

[redacted]

Federal Bureau of Investigation
Portland, Oregon

b6
b7C

Dear [redacted]

Thank you for the suggestion regarding a new method for use in numbering our files. As a matter of possible interest to you, similar proposals have been considered previously and not adopted. The present system has proved to be entirely adequate for our purposes and due to the extensive number of files which we have at the present time such a change would not be warranted.

I appreciate the interest you displayed in submitting your idea to me.

Sincerely yours,

J. Edgar Hoover

2 - Portland
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
ML:das
(6)

(Suggestion 14-71 dated 7/2/70)

NOTE: Suggester states a number of businesses and governmental agencies have adopted a file-numbering system incorporating the year in which file was opened and starting a new series at beginning of each calendar year. Example: 26-70-1 would be the first 26 case opened on or after 1/1/70.

(NOTE Continued on Page 2)

MAILED 22
JUL 9 1970
COMM-FBI

Tolson
DeLoach
Walters
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Soyars
Tele. Room
Holmes
Gandy

JUL 15 1970

F230

MAIL ROOM ☐ TELETYPE UNIT ☐

Letter to [redacted]

b6
b7C

NOTE Continued:

26-71-1 would be the first 26 case opened on or after 1/1/71. Suggests consideration be given to adoption of this system by Bureau.

Similar proposals have been considered previously and not adopted. Files and Communications Division has considered various ways to shorten file numbers over the years but none has been found to be as efficient as present system. Current method of numbering files is tried, true, and has proven to adequately serve our purposes. Our files are too extensive to attempt to change the numbering system at this time. It can be easily ascertained how many files in a given category have been opened during any given period under our present procedures. Training Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#14-M1

Date: 7/2/70

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | PORTLAND |

b6
b7C

SUGGESTION

A number of businesses and governmental agencies have adopted a file numbering system incorporating the year in which the file was opened and starting a new series at the beginning of each calendar year. Example: 26-70-1 would be the first 26-case opened on or after 1/1/70. 26-71-1 would be the first 26-case opened on or after 1/1/71. It is suggested that consideration be given to the adoption of this system by the Bureau.

34 EXP. PROC.
31 JUL 7 1970
07 files

Current practice or rule (Include manual citation as well as facts)

File numbers do not indicate year file opened and continue in numerical sequence from year to year.

Advantages of suggestion and annual savings (Include basis for estimate)

It will make it possible to tell the age of the case from the file number and to easily determine the volume per year of cases opened in each classification. No monetary savings apparent.

Disadvantages of suggestion

None apparent.

(The use by the United States of my suggestion shall not form the basi[s] assigns upon the United States. I understand that I will be considered within two years after submission.)

[redacted]

[x] Mr. [ ] Mrs. [ ] Miss

Special Agent [illegible] (Title of Suggester)

Recommendations and comments of Division Head

Suggestion appears to merit consideration. It will minimize the number of digits in file numbers. It will readily identify files over a year old for administrative purposes.

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let. of app. EX 106
MJ:dbs
7-9-70

REC-69 66-2319
REC-69

18 JUL 10 1970

[redacted]

July 27, 1970

PERSONAL

EX-116

REC-40 66-2319-222

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for the suggestion that the markers which are used to forward files to the individuals requesting them contain a space for entering the file number. After evaluation, it has been decided the instances when this information is actually needed are too few to warrant the work involved in placing this data on each marker.

Although favorable action was not taken in this instance, I appreciate the interest which prompted you to submit your idea to me.

Sincerely yours,

J. Edgar Hoover

1 - Mr. C. D. Brennan
1 - Personnel file of [redacted]
ML:das
(5)

(Suggestion 43-71 dated 7/20/70)

NOTE: Suggests the serial and file markers used by the Records Branch to direct requested files to Bureau officials and supervisors bear the file number. In the event the marker becomes detached from the file, mail room employees could possibly match the two items up and facilitate file being forwarded to requester.

(NOTE Continued on Page 2)

MAILED 11
JUL 27 1970
COMM-FBI

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

FBI
REC'D-HUMAN
AUG 7 1970

MAIL ROOM ☐ TELETYPE UNIT ☐

Letter to [redacted]

b6
b7C

NOTE Continued:

Files and Communications Division advises these markers become detached from files so seldom that the additional work involved by Records Section employees in placing the file number on each marker is not warranted. Due to the volume of files called, this would amount to a great amount of additional time on the part of employees resulting in a delay in getting files to officials and supervisors. Due to these views, Training Division recommends idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#43-11

Date
7/20/70

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
Domestic Intelligence

b6
b7C

SUGGESTION

That serial and file markers utilized by Records Section to direct requested files to Bureau officials and supervisors bear the file number.

Files

Current practice or rule. (Include manual citation as well as facts)
At present, markers bear the name of the requester, his location, name of subject (generally very phonetic), date, priority of request and if request is for specific serial, the serial number.

Advantages of suggestion and annual savings (Include basis for estimate)
In handling of file between Records Section and requester, markers often become detached. Mail Room employee, not knowing destination of file without marker, is obliged to return it to Records. Requester then must recall file when it is not received, only to learn file already charged to him. In effort to locate file, requester may wish to put it "on locate" requiring attention of file locate clerks. In this situation as much as two work days may be lost in effort to locate one file. If file number appeared on marker, Mail Room employee would be in position to match marker with unmarked file. If marker without file attached should reach requester he would have indication as to the status of his request and be in position to move to locate file without unnecessary delay.

Disadvantages of suggestion
Record Clerk's time required to add file number to the information already called for on marker would be inconsequential. Present marker form could be used until supply exhausted without revision. File number could be written on form currently used. When necessary to replenish marker forms, form could be revised to add space for file number, if necessary.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [illegible] suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

REC-40 66-2319-222

SEE ADDENDUM PAGE TWO FOR COMMENTS OF DOMESTIC INTELLIGENCE DIVISION

C. D. Brennan
Signature and Title

(Do not write in this space - for Bureau use only)

Ltr. of app.
MLidoh
7-27-70

22 JUL 30 1970

2 Jrlme

ADDENDUM DOMESTIC INTELLIGENCE DIVISION RHH:ekn 7/22/70

Attached recommends that file markers used by the Records Section to direct requested files to Bureau officials and supervisors bear the file number of the file to which they are attached.

The suggestion was made since on frequent occasion the marker which is clipped to the file becomes detached in routing. Once detached it is particularly difficult to match the marker with the appropriate file, even though the latter may be located nearby. When such occurs the file is routed back to file section necessitating the requesting Agent to recall the file. There is, therefore, a delay in obtaining same.

If the file number is placed upon the marker it would be much easier to match the marker with the file if it should become detached in being transmitted from one person to another.

The Domestic Intelligence Division feels that the suggestion has merit and could be beneficial in the proper routing of files. The suggestion would appear to be particularly attractive since there would be no additional cost to the Bureau.

September 28, 1970

PERSONAL

REC-36 66-2319-223

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for the suggestion that steps be taken to ascertain if plastic fasteners are available for use in files and if they would be practical for this purpose. I thought you would be interested to know that inquiries have been made regarding this matter and it has been ascertained that such a product is not available at the present time.

The interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 24
SEP 28 1970
COMM-FBI

1 - Mr. Rosen
1 - Personnel file of [redacted]
MJL:das
(5) (Suggestion 200-71 dated 9/23/70)

NOTE: Suggests use of plastic Acco fasteners and that Files and Communications Division make appropriate inquiries to determine if such an item is available for use in files to replace the metal fasteners now being used. If such an item is available, suggests a determination be made as to the feasibility and practicality of using plastic fasteners in the filing system.

Files and Communications Division advises several inquiries of firms in this area indicates no such product is available at the present time and none is known to the local representatives. Due to this fact, Training Division recommends no further action regarding this proposal.

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

MAIL ROOM [ ] TELETYPE UNIT [ ]

Employee Suggestion
FD-252 (Rev. 9-11-59)

#200-91

Date: 9/23/70

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: General Investigative

b6 b7C

SUGGESTION Use of Plastic Acco Fasteners. Suggest that Files and Communications Division make appropriate inquiries to determine if a plastic Acco-type fastener is available for use in files to replace the metal Accos. If such is available, determine the feasibility and practicality of their use in the filing system.

0 FILES

Current practice or rule (Include manual citation as well as facts)

Metal Acco fasteners are used in the files.

Advantages of suggestion and annual savings (include basis for estimate) An advantage of using a plastic Acco-type fastener would be that there would be less destruction of file folders caused by tearing and marring as files are removed and replaced in cabinets. Other advantages would be less possibility of injury to personnel who handle and review files, longer wear and less breakage of prongs on fastener, less cost to the Bureau as plastic is less expensive than metal.

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] is adopted within two years after submission.)

[x] Mr. [ ] Mrs. [ ] Miss [redacted] clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

REC. 36 66-2319-223

This suggestion appears to have merit and recommend its consideration.

A. Rosen Assistant Director

Signature and Title

(Do not write in this space - for Bureau use only)

Let. of app.
ML: dao
9-28-70

17 OCT 7 1970 2 - [illegible]

Employee Suggestion
FD-252 (Rev. 9-11-59)

#398-MJ

Date: 12-3-70

To: Director, FBI

From: (Suggester's name).

Division of Assignment: Files & Communications

b6
b7C

SUGGESTION

That a list of all files maintained in Special File Room of Records Branch be made for convenience of Files Review employees.

O FILES

Current practice or rule (Include manual citation as well as facts)

A yellow permanent charge out card stapled to a charge out back is filed in the regular numerical sequence of files for each

(continued over)

Advantages of suggestion and annual savings (include basis for estimate)

A list of files maintained in Special File Room would be available for file reviewers to check before going to file cabinets and thereby save time. There would be less wear on the yellow permanent charge out cards from less handling of these cards.

Disadvantages of suggestion

Keeping list current because of changes in files added or removed from Special File Room list.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] suggestion is adopted within two years after submission.)

☐ Mr. ☑ Mrs. ☐ Miss [redacted]

file clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Unfavorable. (See Page 2).

EX-106 REC 85 66-2319-224

25 DEC 14 1970

LWB:csa
(6)

Signature and Title

(Do not write in this space - for Bureau use only)

1 - Personnel file of [redacted]

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE THREE.

5 DEC 7 1970

XEROX

DEC 15 1970

2 JAR/mc

UNRECORDED COPY FILED IN 66-2319-224

Employee Suggestion [redacted] b6 b7C

Current practice or rule continued:

file number with restricted access that is maintained in the Special File Room. This card lists the file number and contains information indicating the file is maintained in the Special File Room. When a file reviewer finds one of these cards in place of a file for a file reference listed on a name check search slip, the reviewer marks Special File Room by the reference on the search slip. When all the other file references have been reviewed, the form and search slips are referred to the Special File Room for review of the restricted file references by approved personnel.

Recommendations and Comments of Division Head:

Proposed list of files maintained in Special File Room of Records Branch is already in existence but it is a highly restricted list and it is definitely not desirable to make this list available to all file reviewers for security reasons. Also, although some file reviewers think such a list would save time, other more experienced employees and the supervisory staff believe time is actually more frequently wasted in checking each file reference listed on search slips against lists of various kinds before going to the cabinets to start the review. Since employee is resigning effective close of business 12-11-70, she was orally thanked for her suggestion and the reasons for not adopting her suggestion were explained to her satisfaction. It is recommended this suggestion be referred to the Suggestion Desk of the Training Division for information and statistical purposes.

ST 12/4



(over)

Employee Suggestion

[redacted]

b6
b7C

ADDENDUM OF THE TRAINING DIVISION, ML:das, 12/7/70

Due to the recommendations of the Files and Communications Division and the action taken by it, the Training Division is listing this idea for statistical purposes only.

RECOMMENDATION: That the suggestion not be adopted and a letter not be forwarded to the suggester but that a copy of this suggestion with addenda be placed in her personnel file.

ST. 101

REC-38

66-2319-225

January 25, 1971

PERSONAL

[redacted]

Federal Bureau of Investigation
Seattle, Washington

Dear [redacted]

Thank you for the suggestion that certain instructions regarding the disposition of files be added to a particular section of the Manual of Rules and Regulations and that a top serial be utilized to set forth the necessary information regarding these files. I thought you would be interested to know that similar proposals have been considered previously and not adopted. It was decided the present wording on the file cover of the consolidated volume is consistent with the manner in which these files should be purged.

The interest which led you to submit your idea to me is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

MAILED 11
JAN 25 1971
COMM-FBI

XEROX 2 - Seattle
1 - Field personnel file
1 - Suggestion file
1 - Personnel File of [redacted]
ML:das
(6) (Suggestion 512-71 dated 1/7/71)

JAN 29 1971

The current rules are consistent with their intent. When files are consolidated, the fronts are not retained with the exception of the one which goes on the consolidated volume. When files are destroyed under the circumstances as mentioned in the Manual of Rules and Regulations, Part II, Section 3, page 13b, the reason for destruction is placed on the file fronts or on the consolidated volume front cover and the file numbers should be listed followed by the office of origin. This is necessary for reference purposes in auxiliary offices since no notation is being placed on index cards regarding this information. The use of a top serial is not warranted for this purpose.

(NOTE on Page 2)

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Felt
Galo
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7C

UNRECORDED COPY FILED IN 66-1934

Letter to [redacted]

b6
b7C

NOTE: Suggester references above-mentioned portion of the manual and states procedures for consolidation of files closed six months instruct that file covers are not to be retained. Suggests line (e) under Section (4) be amended as follows: "Retain file covers" be deleted and replaced by "Prepare top serial showing title and" identity of office of origin thereon for reference purposes. Also, suggests the top serial contain a statement that all serials and exhibits have been destroyed per Manual of Rules and Regulations, except original FD-302s signed statements and evidentiary material (proposed form attached).

Current instructions provide for this action at present time without use of a top serial. Seattle evidently was not interpreting this rule as it was intended. When files are consolidated after six months and file fronts are destroyed, there naturally would only be front of consolidated volume on which to place disposition of destroyed files with office of origin. Training Division recommends no further action regarding this matter.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#512-41

Date: 1/7/71

To: Director, FBI

From: (Suggester's name)

Division of Assignment: SEATTLE

b6
b7C

SUGGESTION

Re MANUAL OF RULES AND REGULATIONS, PART II, SECTION 3, page 13b, paragraph d, section (4). Procedures for the consolidation of files closed six months instruct that file covers are not to be retained. Therefore, it is suggested that line (e) under section (4) be amended as follows: "Retain file covers" be deleted and replaced by "Prepare top serial showing title and" identity of office of origin thereon for reference purposes. It also is suggested that the top serial contain a statement that all serials and exhibits have been destroyed per the MANUAL OF RULES AND REGULATIONS, except original FD-302, signed statements and evidentiary material. Attached is a suggested form for the top serial.

Current practice or rule (Include manual citation as well as facts)

File covers are destroyed when files are consolidated after having been closed six months. MANUAL OF RULES AND REGULATIONS, PART II, SECTION 3, page 11b.

Advantages of suggestion and annual savings (include basis for estimate)

This removes confusion as to whether the file covers should be retained upon consolidation after having been closed six months. The top serial would show the disposition of the missing serials and the title being shown eliminates the need for checking the original FD-302s and exhibits for subjects.

0 FILES

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis for [illegible] heirs, or assigns upon the United States. I understand that I will be considered [illegible] n is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ M[illegible]

[redacted]

Signature and Title of Suggester: Chief Clerk

Recommendations and comments of Division Head

My recommendation is favorable. This would appear to resolve the confusion in the present instructions and appears to be a reasonable way to handle the problem.

ST 101

Signature and Title: SAC

(Do not write in this space - for Bureau use only)

Ltr. of app
mL-ddo
1-25-71

REC-38

66-2319-225

6 JAN 28 1971

9 det. Buzz Deals / XEROX

10 ENCLOSURE

JAN 29 1971

JKP:mb

EXPEDITE

66-1934-3

ENCLOSED COPY FILED IN 87-1971 SUB 2

TITLE: _____

_____

_____

OFFICE OF ORIGIN: _____

All serials and exhibits have been destroyed per the MANUAL OF RULES AND REGULATIONS, except original FD-302s, signed statements and evidentiary material.

Last serial in file dated _____

TOP SERIAL

FILE NUMBER: _____

66-2319-225

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 2-3-71

FROM : J. W. Marshall

SUBJECT: [redacted]

b6
b7C

GS-3, Filing Unit
Files and Communications Division
EOD 9-8-70

STREAMLINING COMMITTEE SUGGESTION
#55511

Employee, assigned to the Filing Unit, has suggested through the Division Streamlining Committee that another type of file backs be used in which the back jacket would have a small flap folded toward the inside of the file where the metal fixture would be attached, leaving the outside of the file with a smooth side, as the metal fixtures on the back jackets of files being used protrude.

The Streamlining Committee and supervisory personnel in the Records Branch do not favor adoption of this suggestion since the new file backs presently being used have fasteners embedded in the cover, which eliminates the problem referred to by [redacted] If the suggestion were adopted, it would increase the volume of filing space by the type of fastener recommended and this would be undesirable. [redacted] was orally thanked for her suggestion and, therefore, formal acknowledgment of this suggestion does not appear necessary.

RECOMMENDATION:

For referral to the Training Division, attention Suggestion Desk.

JWA:ifc
(7)
1 - Personnel file of [redacted]

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO.

47 66-2319-226

ST 104

9 FEB 10 1971

53 FEB 19 1971
69

Memo Marshall to Tavel
Re: [redacted]

b6
b7C

GS-3, Filing Unit, Files and Communications Division
EOD 9-8-70, Streamlining Committee Suggestion

ADDENDUM OF THE TRAINING DIVISION, ML:das, 2/8/71

Due to the views of the Files and Communications Division and the fact that the employee has been orally thanked for her idea, the Training Division agrees that no further action is necessary regarding this proposal and it will be listed for statistical purposes only.

RECOMMENDATION: That the suggestion not be adopted and a letter not be prepared to the suggester since she has been thanked orally for her submission.

May 10, 1971

PERSONAL

REC 16 66-2317-227

[redacted]

EX-104

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Reference is made to your suggestion that consideration be given to preparing Form 4-49 in different colors to designate specific priorities for the handling of files. It is a pleasure for me to advise you that a modification of your proposal is being adopted and steps will be taken to place it into effect. Pink will be utilized for serial markers when files must receive either of two types of special handling and white will be retained for all other categories.

I want to take this opportunity to express my appreciation to you for bringing this matter to my attention.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Rosen
1 - Personnel file of [redacted]
ML:das
(5) (Suggestion 779-71)

NOTE: Based on memorandum J. W. Marshall to Mr. Tavel, OTB:sfh, dated 4/29/71, re: Suggestion of [redacted] 4-26-71, General Investigative Division, Suggestion #779-71 with Addendum of the Training Division, ML:das, 5/7/71.

MAILED 10
MAY 10 1971
FBI

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

55 JUN 1 1971

MAIL ROOM [ ] TELETYPE UNIT [ ]

b6
b7C

RA 101

66-2319-227

REC-3

April 28, 1971

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for your suggestion that consideration be given to preparing Form 4-49 in different colors to designate specific priorities for the handling of files. Your proposal has been referred to the appropriate division for evaluation and you will be further advised when a decision is made.

I appreciate the interest which led you to provide me with your observations in this matter.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Rosen
1 - Personnel file of [redacted]
JER:das
(5)

(Suggestion 779-71 dated 4/26/71)

NOTE: Suggests consideration be given to color-coding Form 4-49, which is used as a routing marker for files and serials, to facilitate priority handling of files when desirable. Different colors would denote priority of handling as: white for "regular" delivery; blue for "next delivery:" pink for "special" delivery; and green for "box and run." Priority designation would also be printed on card itself.

Referred to Files and Communications Division for views and recommendations.

MAILED 12
APR 28 1971
FBI

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

779-71

Date
April 26, 1971

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
General Investigative

b6
b7C

SUGGESTION

That consideration be given to color-coding Form 4-49 (copy attached) to facilitate priority handling of files, when desirable. Use of different colors of paper or cardboard to indicate priority of handling, for example, white for "Regular" delivery, blue for "Next Delivery," pink for "Special" or green for "Box and Run," would alert all persons handling files en route as to which files require expeditious or immediate handling.

The necessary data for Records Branch routing would be printed, as at present, on form 4-49 and additionally the appropriate priority designation, as "Regular," "Next Delivery," etc.

Current practice or rule (Include manual citation as well as facts)

A form 4-49 is attached to each file routed from Records, with name of addressee, room number, and subject handwritten or stamped, and the priority of handling indicated by stamp as required as "Reg.", "ND" "Spec", or "Box and Run".

Advantages of suggestion and annual savings (Include basis for estimate)

Color-coding would enable easier identification of files, as to urgency of delivery, at each stage en route, including destination, without necessity of examining each form 4-49 to determine the stamp.

No basis for estimating savings.

0 Files

Disadvantages of suggestion

Necessity for maintaining stock of each of the colored forms instead of one color.

(The use by the United States of my suggestion shall not form the basis for any claim against the United States by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ M

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion offers an additional means by which all personnel handling the routing of files may determine at a glance the priority assigned to a particular file request. Suggestion is believed to have merit. Recommend it be favorably considered.

A. Rosen, Assistant Director
Signature and Title

(Do not write in this space - for Bureau use only)

If this does not create a files Division problem

REC-3 66-2319-227

APR 29 1971

EX-110

Let. of ack. memo to Tolson from DIV mlidas 4.28.71

OTB: ph 4-29-71

ENCLOSURE

Let. of app. mlidas 5-10-71

Enclosure (1)

Serials in File

Up to date with

Looked UTD by

Serial not in File

☐ Abstract not in File (Red Serial)

☐ There will be no abstract (Green Serial)

# TRANSFER - CALL 421. HANDLE FILE WITH CARE

4-49 (Rev. 2-18-63)

APR 22

Nar

Sub

Serial

Room

UTD

ENCLOSURE 66-2317-227

b6
b7C

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Gallahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

b6
b7C

TO : Mr. Tavel

DATE: 4-29-71

FROM : J. W. Marshall

SUBJECT: SUGGESTION OF [redacted]
4-26-71, GENERAL INVESTIGATIVE DIVISION
SUGGESTION #779-71

Employee suggested that consideration be given to color-coding Form 4-49, (Serial Marker) to facilitate priority handling of files by the Files and Communications Division. It was noted, presently, serial markers are stamped "Regular," "Next Delivery," "Special," or "Box and Run." Suggestor believes that color-coding would enable quicker identification of files in the handling and processing stages including final delivery to the requestor.

The Files and Communications Division favors adoption of this suggestion as to the utilization of two colors of serial markers. It would appear advantageous to utilize a pink serial marker for "Special" and "Box and Run," and the current white serial marker for "Next Delivery," and "Regular" file requests. To use additional color-codes would impose an administrative problem in stocking supplies and providing ready access to the serial markers in the working area. Since "Special" and "Box and Run" files are handled on a more expedite basis it will be feasible to utilize pink color serial markers for these file requests.

RECOMMENDATION:

The Files and Communications Division favors adoption of the amended suggestion.

OTB:sfh
(3)
Enclosures

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO.

66-2319-228

EX-10 REC 16

25 MAY 12 1971

56 JUN - 2 1971

NO ENCLOSURE

Memo Marshall to Tavel
Re: Suggestion of [redacted]
4/26/71, General Investigative Division
Suggestion #779-71

b6
b7C

ADDENDUM OF THE TRAINING DIVISION, ML:das, 5/7/71

Since the Files and Communications Divisions feels the use of pink and white "Serial Markers" will facilitate the handling of files as mentioned in the foregoing memorandum, the Training Division has no objection to the approval of the idea as modified. It should be noted by the Files and Communications Division that the form will have the same number in both colors so the color being ordered must be specified on the requisition.

RECOMMENDATIONS: (1) That the suggestion as modified be approved and the attached letter be forwarded to the suggester advising him of this fact. His idea has been acknowledged by prior letter.

(2) On approval, this memorandum with addendum will serve as the authority for the Forms Management Desk, Training Division, to take appropriate action.

Serials in File _____

Up to date with _____

Looked UTD by _____

Serial not in File _____

☐ Abstract not in File (Red Serial)

☐ There will be no abstract (Green Serial)

# TRANSFER - CALL 421. HANDLE FILE WITH CARE

4-49 (Rev. 2-18-63)

NO

23 2-71

b6
b7C

Name

Subject

Serial

Room

UTD

ENCLOSURE

66-2319-228

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Felt
Gale
Rosen
Tavel
Walters
Soyars
Beaver
Tele. Room
Holmes
Gandy

TO : Mr. Tavel

DATE: 7/7/71

FROM : J. W. Marshall

SUBJECT: NEW FILES FISCAL YEARS 1970 AND 1971

There is listed herein the number of New Files opened under each classification for the fiscal years 1970 and 1971.

| CLASS | SUBJECT MATTER | NEW FILES F. Y. 1971 | NEW FILES F. Y. 1970 |
|---|---|---|---|
| 1 | Training Schools & National Academy Matters | 399 | 472 |
| 2 | Neutrality Act | 15 | 13 |
| 3 | Overthrow and Destruction of the Gov't | 0 | 1 |
| 4 | Firearms Act; National & Federal | 19 | 18 |
| 5 | Income Tax | 0 | 0 |
| 6 | Interstate Transportation of Strikebreakers | 1 | 1 |
| 7 | Kidnaping | 498 | 470 |
| 8 | Migratory Bird Act | 0 | 0 |
| 9 | Extortion | 1,585 | 1,647 |
| 10 | Red Cross Act | 1 | 0 |
| 12 | Narcotics | 1 | 1 |
| 14 | Sedition | 10 | 37 |
| 15 | Thefts from Interstate Shipment | 2,251 | 2,801 |
| 17 | Veterans Bureau Matters | 135 | 151 |
| 21 | Food and Drug Act | 0 | 0 |
| 25 | Selective Service Act | 14,398 | 18,478 |
| 26 | Interstate Transportation of Stolen Motor Vehicle or Aircraft | 3,778 | 9,205 |
| 27 | Patents | 2 | 2 |
| 28 | Copyrights | 12 | 13 |
| 29 | Federal Reserve Act | 2,956 | 4,130 |
| 31 | White Slave Traffic Act | 175 | 262 |
| 32 | Identification Matters | 104 | 80 |
| 36 | Mail Frauds | 3 | 1 |
| 39 | Falsely Claiming Citizenship | 5 | 2 |
| 40 | Passports and Visas | | 4 |

REC- 32 66-131917-229

GPR:jtk
(4)

EX-114

3 JUL 9 1971

F 391

56 JUL 15 1971

Memo Marshall to Tavel
Re: New Files Fiscal Years 1970 and 1971

| CLASS | SUBJECT MATTER | NEW FILES F. Y. 1971 | NEW FILES F. Y. 1970 |
|---|---|---|---|
| 42 | Deserters and Deserter-Harboring | 28,135 | 29,817 |
| 43 | Illegal Wearing of the Uniform, Etc. | 119 | 146 |
| 44 | Civil Rights | 3,583 | 3,023 |
| 45 | Crime on the High Seas | 77 | 94 |
| 46 | Frauds Against the Government | 1,206 | 1,115 |
| 47 | Impersonation | 354 | 393 |
| 48 | Postal Frauds | 1 | 1 |
| 49 | Bankruptcy | 314 | 300 |
| 50 | Involuntary Servitude and Slavery | 35 | 12 |
| 51 | Jury Investigations | 2 | 2 |
| 52 | Theft, Embezzlement or Illegal Possession of Government Property | 1,509 | 1,906 |
| 54 | Customs Laws and Smuggling | 1 | 0 |
| 55 | Counterfeiting | 1 | 0 |
| 56 | Election Laws | 97 | 48 |
| 58 | Bribery | 218 | 241 |
| 60 | Antitrust | 73 | 66 |
| 61 | Treason and Related Statutes | 1 | 4 |
| 62 | Miscellaneous Matters | 829 | 626 |
| 63 | Non-Subversive | 586 | 652 |
| 64 | Latin-American Matters | 28 | 33 |
| 65 | Espionage | 457 | 542 |
| 66 | Administrative Matters | 7 | 1 |
| 69 | Contempt of Court | 11 | 8 |
| 70 | Crimes on Indian & Other Government Reservations | 2,022 | 2,016 |
| 71 | Bills of Lading Act | 6 | 8 |
| 72 | Obstruction of Justice | 49 | 48 |
| 73 | Application for Pardon & Executive Clemency | 211 | 237 |
| 74 | Perjury | 40 | 37 |
| 75 | Bondsmen and Sureties | 0 | 0 |
| 76 | Escaped Federal Prisoners, Federal Escape Act, Parole, Probation and Conditional Release Violation | 2,177 | 2,183 |
| 77 | Departmental Applicants, Etc. | 6,343 | 4,912 |

Memo Marshall to Tavel
Re: New Files Fiscal Years 1970 and 1971

| CLASS | SUBJECT MATTER | NEW FILES F. Y. 1971 | NEW FILES F. Y. 1970 |
|---|---|---|---|
| 78 | Illegal Use of Government Transportation Req. | 0 | 0 |
| 79 | Missing Persons | 322 | 283 |
| 80 | Laboratory Research Matters | 1 | 2 |
| 80-98 | | 2 | 10 |
| 80-606 | | 4 | 2 |
| 82 | War Risk (Civil) | 0 | 0 |
| 83 | Courts of Claims | 18 | 25 |
| 86 | Federal Lending and Insurance Agencies | 117 | 85 |
| 87 | Interstate Transportation of Stolen Property | 5,225 | 5,418 |
| 88 | Unlawful Flight to Avoid Prosecution | 3,092 | 3,018 |
| 89 | Killing or Assaulting a Federal Officer | 190 | 159 |
| 90 | Irregularities in Federal Penal Institutions | 81 | 68 |
| 91 | Bank Robbery | 3,746 | 3,274 |
| 92 | Interference by Violence with Int. Commerce | 558 | 708 |
| 93 | Ascertaining Financial Ability | 89 | 101 |
| 94 | Research Matters | 931 | 729 |
| 95 | Laboratory Examinations | 7,777 | 7,704 |
| 97 | Registration | 43 | 51 |
| 98 | Sabotage | 142 | 219 |
| 100 | Internal Security | 7,115 | 4,938 |
| 103 | Interstate Transportation of Stolen Cattle | 19 | 10 |
| 105 | Internal Security (Other than Communist-Russian) | 8,714 | 11,253 |
| 109 | Foreign Political Matters | 6 | 3 |
| 110 | Foreign Economics | 1 | 0 |
| 111 | Foreign Social | 0 | 0 |
| 112 | Foreign Funds | 0 | 0 |
| 113 | Foreign Military & Naval Matters | 0 | 0 |
| 114 | Alien Property Custodian Matters | 0 | 0 |
| 115 | Bond Default | 493 | 335 |
| 116 | Atomic Energy Act-1946-Special Inquiries | 1,381 | 1,505 |

Memo Marshall to Tavel
Re: New Files Fiscal Years 1970 and 1971

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1971 | NEW FILES F. Y. 1970 | |
|---|---|---|---|---|
| 117 | Atomic Energy Act-1946-Investigation | 18 | 20 | |
| 119 | Lobbying Act | 1 | 0 | |
| 120 | Federal Tort Claims Act | 318 | 252 | |
| 122 | Labor Management Relations Act-1947 | 81 | 86 | |
| 123 | Voice of America | 0 | 0 | |
| 124 | European Recovery Program | 0 | 0 | |
| 125 | Railway Labor Act | 8 | 8 | b2 |
| 131 | Admiralty Matters | 65 | 73 | b7D |
| | | | | |
| 138 | Loyalty of United Nations Employees | 32 | 32 | |
| 139 | Unauthorized Publications of Use of Communications | 225 | 247 | |
| 140 | Security of Government Employees | 1,290 | 1,269 | |
| 141 | False Entries in Records of Interstate Carriers | 5 | 5 | |
| 142 | Illegal Use of a Railroad Pass | 0 | 0 | |
| 143 | Interstate Transportation of Gambling Devices | 43 | 22 | |
| 144 | Interstate Transportation of Lottery Tickets | 8 | 16 | |
| 145 | Interstate Transportation of Obscene Matter | 203 | 236 | |
| 146 | Interstate Transportation of Prison-Made Goods | 0 | 0 | |
| 147 | Federal Housing Administration Matters | 701 | 611 | |
| 148 | Interstate Transporation of Fireworks | 3 | 4 | |
| 149 | Destruction of Aircraft or Motor Vehicles | 1,032 | 742 | |
| 151 | National Aeronautics & Space Act-1958-Applicant | 235 | 328 | |
| 152 | Switchblade Knife Act | 0 | 3 | |
| 153 | Auto Information Disclosure Act | 5 | 9 | |

Memo Marshall to Tavel
Re: New Files Fiscal Years 1970 and 1971

| CLASS | SUBJECT MATTER | NEW FILES F. Y. 1971 | NEW FILES F. Y. 1970 |
|---|---|---|---|
| 156 | Welfare & Pension Plans Disclosure Act | 47 | 44 |
| 157 | Racial, Bombing Matters | 4,427 | 3,739 |
| 159 | Labor Management Reporting and Disclosure Act of 1959 (Investigative Matter) | 258 | 214 |
| 160 | Federal Train Wreck Statute | 130 | 132 |
| 161 | Special Inquiries for White House, Congressional Committees, and other Government Agencies | 838 | 805 |
| 162 | Interstate Gambling Activities | 54 | 36 |
| 163 | Foreign Police Cooperation | 2,479 | 2,624 |
| 164 | Crime Aboard Aircraft | 614 | 403 |
| 165 | Interstate Transmission of Wagering Information | 338 | 495 |
| 166 | Interstate Transportation in Aid of Racketeering | 581 | 757 |
| 167 | Destruction of Interstate Property | 43 | b2 b7D 47 |
| 168 | Interstate Transportation of Wagering Paraphernalia | 31 | 35 |
| 172 | Sports Bribery | 11 | 15 |
| 173 | Public Accommodations, Public Facilities Public Education- Civil Rights Act 1964 | 731 | 843 |
| 174 | Bombing Matters | 833 | 340 |
| 175 | Assaulting the President or Vice President of the United States Matters | 196 | 34 |
| 176 | Anti Riot Laws (ARL) | 67 | 616 |
| 177 | Discrimination in Housing | 412 | 359 |
| 178 | Public Law | 18 | 22 |
| 179 | Extortionate Credit Transactions | 98 | 181 |
| 180 | Desecration of the Flag | 62 | 141 |
| 181 | Consumer Credit Protection Act | 5 | 17 |
| 182 | Illegal Gambling Business; Illegal Gambling Business-Obstruction. | 444 | 0 |
| 183 | Racketeer Influenced and Corrupt Organization | 16 | 0 |
| 184 | Police Killing | 11 | 0 |
| | | 137,259 | 146,429 |

Memo Marshall to Tavel
Re: New Files Fiscal Years 1970 and 1971

| CLASS | SUBJECT MATTER | NEW FILES F.Y. 1971 | NEW FILES F.Y. 1970 |
|---|---|---|---|
| 67 | Personnel Records Unit | 17,464 | 20,614 |
| | GRAND TOTAL | 154,723 | 167,043 |

August 20, 1971

PERSONAL

REC-82 66-2319-230 EX-112

[redacted]

b6
b7C

Federal Bureau of Investigation
Sacramento, California

Dear [redacted]

Thank you for the suggestion that file covers be printed on both sides. I thought you would be interested to know the same proposal has been considered previously and not adopted since it was decided the disadvantages involved would more than offset any anticipated benefits to be derived from this action.

MAILED 8
AUG 20 1971
FBI

The thoughtfulness which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,
J. Edgar Hoover

2 - Sacramento
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
MML:cfpcfp
(6)

(Suggestion 110-72 dated 8/16/71)

NOTE: Suggests file covers be printed on both sides so they may be used more than once.

Same idea has been considered several times in past and not adopted. There would be additional cost to run these fronts through equipment twice for printing on both sides. Fronts become mutilated through constant use and in most instances they would not be in a satisfactory condition for reuse. There would be a margin for error should front be placed on file with wrong side up showing incorrect file number. Due to these views, Training Division recommends current idea not be approved.

Tolson
Felt
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Gale
Ponder
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

6 AUG 25 1971

F444

Employee Suggestion
FD-252 (Rev. 9-11-59)

110-42

Date: 8/16/71

To: Director, FBI

From: (Suggester's name)

Division of Assignment: SACRAMENTO

b6
b7C

SUGGESTION

It is suggested that filescovers be printed on both sides.

Current practice or rule (Include manual citation as well as facts)

File covers are presently being printed on one side.

Advantages of suggestion and annual savings (Include basis for estimate)

File covers could be used more than once by simply reversing the cover and reusing it on the other print side. When files are consolidated the covers are of no further use and are discarded. However, with printing on both sides the covers could be reused for re-opening cases or for covers on new cases. The annual savings are unknown. If this suggestion were employed only half as many covers would be needed, thereby cutting the cost of covers by fifty per cent.

Disadvantages of suggestion

It is not known if printing on both sides would be economical.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

REC-32 66-2319-230

It is believed that if file covers can be printed on both sides economically this suggestion should be adopted.

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let of appr. (1 Det, 1 awarded cffp 8/19/71).
ML 10 Sp
8/20/71

(2) - Bureau 2 - Sacramento (1-66-73) (1-Personnel File)

EXP PROC

AUG 18 1971

38

EX-103

September 14, 1971

PERSONAL

REC-32 66-2319-231

b6
b7C

[redacted]

Federal Bureau of Investigation
New Haven, Connecticut

Dear [redacted]

Reference is made to your suggestion that a particular procedure with respect to administrative files be extended to index cards, correspondence and charge-out slips. Consideration has been afforded this proposal and it has been decided a mandatory rule in this regard is not warranted because of the additional work which would be involved for the small volume of such files.

I appreciated having the benefit of your thoughts on this matter.

Sincerely yours,

J. Edgar Hoover

MAILED 11
SEP 14 1971
FBI

2 - New Haven
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:alz
(6)

(Suggestion 140-72)

NOTE: Based on memorandum J. J. Casper to Mr. Mohr, ML:alz, dated 9/13/71, re: Suggestion 140-72 Submitted by Miss Madge Law, New Haven Office.

Tolson
Felt
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Gale
Ponder
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

SEP 20 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

Miller, E.S.

Mr. Cleveland

September 1, 1971

PERSONAL

REC 20 66-2319-231

EX-100

[redacted]

b6
b7C

Federal Bureau of Investigation
New Haven, Connecticut

Dear [redacted]

Thank you very much for the suggestion that a particular procedure with respect to administrative files be extended to index cards, correspondence and charge-out slips. This proposal is being evaluated and I will let you know of the final decision in the matter.

The interest and thoughtfulness which prompted you to submit your idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 12
SEP - 1 1971
FBI

2 - New Haven
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:das
(6) (Suggestion 140-72 dated 8/26/71)

NOTE: Bureau adopted system some years ago whereby administrative files are stamped "ADM" which has proven to be highly successful in correctly locating, stacking, routing and filing. It would seem practical to amend indexing and charging-out instructions to the effect that the notation "ADM" be placed on index cards, correspondence and charge-out slips following the case number. Newer employees cannot differentiate between administrative and ordinary 66 files for a considerable length of time. An exception could be made with

(NOTE Continued on Page 2)

Tolson
Felt
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Gale
Ponder
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

SEP 2 1971
MAIL ROOM TELETYPE UNIT

UNRECORDED COPY FILED IN

Letter to [redacted]

b6
b7C

NOTE Continued:

regard to double zero files since there appears little question regarding location of these files.

Referred to Files and Communications and Inspection Divisions for views and recommendations. Idea also being considered by the Chief Clerk's Desk, Training Division.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#140-48

Date 8/26/71

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: New Haven

b6
b7C

SUGGESTION:

Some years ago the Bureau adopted the system of stamping administrative files "ADM," which has proven highly successful in correctly locating, stacking, routing and filing. In this connection it would seem most practical to amend indexing and charging out instructions to the effect that the notation "ADM" be placed on index cards, correspondence and charge-out slips following the case number. It has been determined newer employees cannot differentiate between administrative and ordinary 66-files for a considerable length of time and older employees, too, have to review the file briefly if same is not clearly marked as administrative. (An exception could be made insofar as double zero files are concerned as there appears little question concerning location of these files) Inasmuch as the stamping procedure has saved a tremendous amount of time, it would appear that an elaboration of the system could not help but be most beneficial.

Current practice or rule (Include manual citation as well as facts)

N/A

Advantages of suggestion and annual savings (include basis for estimate)

Efficiency and saving of time.

Bureau Files

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] Secretary

Recommendations and comments of Division Head

Certainly agree.

EX-100

Edwards E. Wilcox
Signature and Title Special Agent in Charge

(Do not write in this space - for Bureau use only)

Let of ack. 9-1-71 ML:dds

Memo Caspar to Mohr 9/13/71 ML:als

REC 20 66-2319-231

9-2

AUG 30 1971

SEP 2 1971 9/14/71 ML:als

3-Bureau 2-New Haven

[redacted]

ENCLOSURE COPY FILED IN 25-EXP-PROJ. 8-30-71

EX-100 66-2319-231

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Felt
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Gale
Ponder
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

b6
b7C

Miller, E.S.

TO : Mr. Mohr

DATE: 9/13/71

FROM : J. J. Casper

SUBJECT: BUREAU FILES
SUGGESTION 140-72 SUBMITTED BY
[redacted] NEW HAVEN OFFICE

SUGGESTION: Bureau follows policy in field of stamping administrative files "ADM" which has proven to be highly successful in correctly locating, stacking, routing and filing material. In this connection, it would seem most practical to amend indexing and charging out instructions to the effect that this notation be placed on index cards, correspondence and charge-out slips following the case number. Newer employees cannot differentiate between administrative and ordinary 66 files for a considerable length of time and older employees have to review the file briefly if same is not clearly marked as administrative. (An exception could be made insofar as double zero files are concerned as there appears little question regarding location of these files.)

OBSERVATIONS: Files and Communications Division stated it is not involved with separate files for administrative matters on the same basis as the field system. Therefore, this Division has no direct experience with this matter. However, it was noted that it would appear that the use of "ADM" on cards, correspondence, etc., would facilitate the handling of administrative mail to insure that it is properly filed in the most efficient manner. This Division recommended approval.

The Inspection Division advised it would have no objection to the placing of "ADM" notations on correspondence and charge-out slips if this would facilitate locating administrative files in a given situation. However, it does not appear to be necessary to issue general instructions or establish a rule to this effect. Each SAC has sufficient authority and latitude to establish an appropriate system to meet the needs of his particular office. To establish a hard-and-fast rule in this regard would be too restrictive.

Training Division disagrees with the idea. To add "ADM" to the charge-out of serials from administrative files would be meaningless and add work. There are not sufficient other 66 classification files in an office to warrant adding "ADM" to index cards and correspondence of those involving regular office administrative files. The Chief Clerk's Offices in both Washington Field Office and Alexandria agree idea should not be adopted.

66-2319-232

REC-32

Enclosure
1 - Bufile 66-5084
1 - Mr. Mohr
MJL:alz

55 SEP 20 1971 (4)

15 SEP 15 1971

CONTINUED - OVER

2 ltr/me

UNRECORDED COPY FILED IN

Memo Casper to Mohr
Re: Bureau Files
Suggestion 140-72 Submitted By
[redacted] New Haven Office

b6
b7C

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising her of this fact.

The idea has been acknowledged by prior letter.

October 19, 1971

PERSONAL

EX-102

REC-62 66-2319-233

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you very much for the suggestion that file fronts no longer be used for a particular classification. It is a pleasure for me to advise you this procedure is being adopted and the office to which you are assigned is being authorized to place it into effect.

I want to commend you for the initiative and alertness which prompted you to submit this idea to me.

Sincerely yours,

J. Edgar Hoover

MAILED
OCT 19 1971
FBI

2 - Washington Field Office
1 - Field personnel file
1 - Suggestion file
1 - Mrs. Randolph
1 - Personnel file of [redacted]
ML:aga
(7)

(Suggestion 238-72 dated 10/14/71)

NOTE: Suggests eliminating current practice of placing file fronts on classification 163 (Foreign Police Cooperation) files on applicant squad rotor at WFO. These cases generally involve record checks or other "one shot" leads and, therefore, are not maintained in pending status for any length of time.

(NOTE continued page 2)

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

58 OCT 22 1971

MAIL ROOM ☐ TELETYPE UNIT ☐

[redacted]

b6
b7C

NOTE: Continued

Training and Inspection Divisions have no objection to the proposed method for handling these files. WFO handles approximately 75 such cases monthly and suggester notes approximately $27 per year in file fronts and $154.96 per year in employees' time would be saved. Since this amount is not sufficient for an incentive award, the suggester is being commended in this instance. It is recommended idea be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#238-42

Date 10/14/71

b6
b7C

| To: Director, FBI | From: (Suggester's name) [redacted] | Division of Assignment WASHINGTON FIELD OFFICE |
|---|---|---|

SUGGESTION

It is suggested that the current practice of placing file fronts (form FD-245) on classification 163 (Foreign Police Cooperation) files handled on the applicant squad rotor at WFO be discontinued. These cases generally involve record checks or other "one shot" leads and therefore are not maintained in pending status for any length of time.

EXP. PROC.

Current practice or rule (Include manual citation as well as facts) Currently the FD-245s are placed on the 163 files when opened. When the cases are closed the files are sent to the closed files section where they are placed into consolidated volumes and the FD-245s for individual cases are then destroyed.

Advantages of suggestion and annual savings (Include basis for estimate)

WFO handles an average of 75 cases monthly in the 163 classification. Thus 900 FD-245s are used per year, and since these cost $15.00 per 500, eliminating their use would save $27.00 per year for material. It is estimated that in clerical work time 12 minutes per day would be saved for a Grade GS-4 employee. This would total 6½ work days per year or a savings of $154.96 per annum based on the GS-4 salary of $6202. The total savings for WFO would amount to $181.96 per year. There also would be some savings of file drawer space in closed files section.

Disadvantages of suggestion

None foreseen.

EX-102

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

File Supervisor

Recommendations and comments of Division Head This suggestion appears to have merit and it is recommended that it be adopted.

REC-62 66-2319-233

Robert G. Kunkel
ROBERT G. KUNKEL Signature and Title SAC

(Do not write in this space - for Bureau use only)

10 OCT 18 1971

Let of comm. w/page 10/19/71

3 - Bureau 2 let 10/18/71 ajc
MP:arw (5)
2 - WFO (1 - 66-2970)
(1 - Personnel file [redacted]

[redacted]

Mr. Mohr 9/13/71

J. J. Casper

OTTAWA, CANADA
SUGGESTION 141-72 SUBMITTED BY
LEGAT MOSS LEE INNES, OTTAWA OFFICE

SYNOPSIS

Legat Attache (Legat) Innes proposes index cards in the Ottawa Office be destroyed at same time as files. This varies with foreign offices and in case of Ottawa is: Security - 3 years; Criminal - 1 year; and, Applicant - 1 year, unless derogatory information is developed. This is necessary since there are four indices cabinets almost full and no space in vault area for additional cabinets. b2 b7D

[redacted] Saving would be primarily in space with little loss in efficiency of office as [redacted] and/or Bureau in all instances would have on file necessary backup information.

While Domestic Intelligence Division felt this action would tend to lessen administrative control and ready reference to fact that Legat has had previous investigation or knowledge of some particular subject, General and Special Investigative as well as Inspection Divisions recommended adoption due to the two backup systems which are available to Ottawa and the fact that space is at a premium. Inspection Division noted the bulk of Legat's work is with [redacted] and that cases of having to refer to indices after file has been destroyed are minimal. Training Division has no objection to approval of this idea for Ottawa Office due to foregoing views. Leads for Legats are prepared in letterhead memorandum form and must contain all pertinent data available. The maintenance of index cards after files have been destroyed does not appear to be necessary in this instance.

RECOMMENDATION: That the suggestion be adopted and the attached letter be forwarded to the suggester advising him of this fact. The idea has been acknowledged by prior letter.

66-2317-

NOT RECORDED
191 SEP 22 1971

Enclosure ML:alz
1 - Mr. Mohr (5)
1 - Bufile 66-5864
1 - Bufile 66-2319

57 SEP 24 1971

Memo Casper to Mohr
Re: Ottawa, Canada
Suggestion 141-72 Submitted by
Legat Moss Lee Innes, Ottawa Office

DETAILS

SUGGESTION: In Legat's Office, index cards be destroyed at same time as files. This varies by Legal Attaches and in case of Ottawa is:

1. Security - 3 years
2. Criminal - 1 year
3. Applicant - 1 year, unless derogatory information developed.

CURRENT PRACTICE: Foreign Operations Manual, Section VI, page 13, provides index cards for files destroyed should be retained, thereby affording a future file reference for any necessary Bureau indices check.

b2
b7D

ADVANTAGES: Legat Innes states that in the case of Ottawa Office, it has become mandatory as now there are four indices cabinets almost full and no space in vault area for additonal cabinets. [redacted] Savings would be primarily in space with little loss in efficiency of office as and/or Bureau in all instances would have on file the necessary backup information.

DISADVANTAGES: The suggester states Bureau offices would have to be aware of above and if file and index card known to have been destroyed due to time elapsed, they would have to include in letterhead memorandum requesting investigation a brief resume of what has gone before.

OBSERVATIONS: Domestic Intelligence Division opposed idea as it felt this would tend to lessen the administrative control and ready reference to the fact that Legat has had previous investigation or knowledge of some particular subject.

Files and Communications Division noted the practice throughout the field is to retain index cards with certain exceptions after the file has been destroyed until those cards are 20 years old; thereby, affording a file reference for any future index checks. The practice at the Seat of Government is to destroy

index cards at the same time the files are destroyed. This is in accordance with normal records management which assumes that the index reference has no further value when the file is destroyed. However, the use of the index cards in field offices after destruction of files appears to be a valid one and their retention, therefore, justified. This Division did not feel qualified to comment on the space needs of the Ottawa Office and whether those needs are critical enough to warrant an exception to the rule.

General Investigative, Special Investigative and Inspection Divisions recommended approval. It was pointed out that in the event investigation is required of the Legat's Office and the file has been destroyed, copies of the pertinent information could be forwarded to the Legat. In addition, this office has two backup systems for information [redacted] and the Bureau's indices. Inspection Division noted that the recent inspection of Ottawa Office revealed very little room for additional expansion of indices. There were approximately 25 completed index card file drawers on hand. The bulk of the Legat's work is with [redacted] Any inquiry from [redacted] other agencies after the files have been destroyed would necessarily have to be handled at the Bureau where index cards and file are available. It appears that the instances of having to refer to indices after the file has been destroyed are minimal. Considering the space expansion problem and the minimal benefit derived from retaining index cards after file is destroyed, the Inspection Division concurred with this suggestion.

b2
b7D

Due to the majority of the divisions recommending the idea be adopted, Training Division has no objection to this action for the Ottawa Office. The conditions there are different in that the office would have access to [redacted] files as well as those at the Seat of Government should they be needed. With regard to all offices knowing the destruction period of this material, this does not appear to be pertinent since the Manual of Rules and Regulations, Part II, Section 4, page 14, where leads are discussed, states that "Generally, when leads are to be handled through a legal attache, they are put in a letterhead memorandum (thin letterhead), which is sent to Bureau with a cover letter requesting that matter be referred to legal attache. All pertinent data should be included in letterhead memorandum," etc. A brief resume is always necessary and it would include more information than any data which would be on an index card.

Ref: m to 5302

September 1, 1971

PERSONAL

66-2319-

Mr. Moss Lee Innes
The American Embassy
Ottawa, Ontario, Canada

MAILED 10
SEP 2 1971
FBI

Dear Mr. Innes:

Your suggestion has been received concerning the disposition of index cards and files at the same time. This proposal is being considered by the interested divisions at the Seat of Government and you will be advised of the final decision in the matter.

I appreciate the interest which prompted you to submit your idea to me.

Sincerely yours,
J. Edgar Hoover

1 - Ottawa (Suggestion file)
1 - Mr. C. D. Brennan (Attention Foreign Liaison Desk)
1 - Personnel file of Legat Moss Lee Innes
ML:das
(6) (Suggestion 141-72 dated 8/27/71)

NOTE: In Legal Attache's Office, index cards be destroyed at same time as files. This varies by Legal Attaches and in case of Ottawa is: Security - 3 years; Criminal - 1 year; and, Applicant - 1 year, unless derogatory information developed.

Referred to the Files and Communications, Domestic Intelligence, General and Special Investigative and Inspection Divisions for views and recommendations. Idea also being considered by the Chief Clerk's Desk, Training Division.

ORIGINAL FILED IN 64-4915-

Tolson
Felt
Sullivan
Mohr
Bishop
Brennan, C.D.
Callahan
Casper
Conrad
Dalbey
Gale
Ponder
Rosen
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

SEP 13 1971

MAIL ROOM TELETYPE UNIT

Employee Suggestion
FD-252 (Rev. 9-11-59)

#141-42

Date
August 27, 1971

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | MOSS LEE INNES | OTTAWA |

SUGGESTION

Ltr In Legal Attache's Office, index cards be destroyed at same time as files. This varies by Legal Attaches and in case of Ottawa is:

1. Security - 3 years
2. Criminal - 1 year
3. Applicant - 1 year, unless derogatory information developed

Bureau Files

b2
b7D

Current practice or rule (Include manual citation as well as facts)

Foreign Operations Policy Manual, Section VI, page 13, provides index cards for files destroyed should be retained, thereby affording a future file reference for any necessary Bureau indices check.

Advantages of suggestion and annual savings (Include basis for estimate)

In case of Ottawa Office it has become mandatory as now have four indices cabinets almost full and no space in vault area for additional cabinets.

Savings would be primarily in space with little loss in efficiency of office as [redacted] and/or Bureau in all instances would have on file necessary back-up information.

Disadvantages of suggestion

Bureau offices would have to be aware of above and if file and index card known to have been destroyed due to time elapsed, would have to include in letterhead memorandum requesting investigation a brief resume of what has gone before.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

XX Mr. ☐ Mrs. ☐ Miss Moss Lee Innes
Signature and Title of Suggester

Recommendations and comments of Division Head

66-2319-
NOT RECORDED
167 SEP 3 1971

Moss Lee Innes
Signature and Title

b6
b7C

(Do not write in this space - for Bureau use only)

Ltr. of ack
m.l.dao
9-1-71

9-3
AUG 30 1971

[redacted]

ORIGINAL FILED IN 66-2319-4

FBI

TWO

38

October 20, 1971

PERSONAL

EX-112

REC-53 66-2319-234

b6
b7C

Federal Bureau of Investigation
Honolulu, Hawaii

Dear

I have received your suggestion regarding procedures which might be initiated with respect to handling the disposition of certain material. You may be interested to know that similar proposals have been considered previously and not adopted. It was decided the present wording on the file cover of the consolidated volume is consistent with the manner in which these files should be purged.

The interest and thoughtfulness which prompted you to submit your idea to me are indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 7
OCT 20 1971
FBI

2 - Honolulu
1 - Field personnel file
1 - Suggestion file

The current rules are consistent with their intent. When files are consolidated the fronts are not retained with the exception of the one which goes on the consolidated volume. When files are destroyed under the circumstances as mentioned in the Manual of Rules and Regulations, Part II, Section 3, page 13b, the reason for destruction is placed on the file fronts or on the consolidated volume front cover and the file numbers should be listed followed by the office of origin. This is necessary for reference purposes in auxiliary offices since no notation is being placed on index cards regarding this information. The use of one serial or page would not be warranted for this purpose.

1 - Personnel file of

MML:alz
(6)

(Suggestion 241-72 dated 10/15/71)

XEROX

OCT 27 1971

NOTE on Page 2)

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

57 NOV 1 1971

MAIL ROOM TELETYPE UNIT

UNRECORDED COPY FILED IN 66-16306-1

Letter to [redacted] b6 b7C

NOTE: Suggests instead of retaining file fronts when destroying files and adding the office of origin thereto for reference purposes, the last serial of each file destroyed be retained. In consolidated volumes where there is no file cover for the file to be destroyed, page 1 of the top serial (which should show file number and office of origin) would be retained in lieu of preparation of file covers. Page 1 of retained serial would also be marked to show: "File destroyed per MRR, date and initials."

Honolulu is evidently not interpreting this rule as it was intended. While files are consolidated after six months and file fronts are destroyed, there naturally would be only front of consolidated volume on which to place disposition of destroyed files with office of origin. New file fronts do not need to be prepared. Training Division recommends no further action regarding this matter.

Employee Suggestion
FD-252 (Rev. 9-11-59)

241-72

Date: 10-15-71

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: HONOLULU

b6
b7C

SUGGESTION DESTRUCTION OF FILES, FIVE YEARS OLD, SPECIFIC CLASSIFICATIONS.

Instead of retaining file fronts when destroying files and adding the Office of Origin thereto for reference purposes, per existing instructions, it is suggested that the last serial of each file destroyed be retained. In already consolidated volumes where there is no file cover for the file to be destroyed, page 1 of the top serial (which should show the file number and 00) will be retained in lieu of preparation of file covers. Page 1 of the retained serial will also be marked to show: File destroyed per MRR, date and initials.

0 FILES

Current practice or rule (Include manual citation as well as facts) MANUAL OF RULES AND REGULATIONS, PART II, Section 3 (4)(e) states retain file fronts and show identity of 00 therein for reference purposes.

Advantages of suggestion and annual savings (include basis for estimate) Suggestion has 2 advantages:

1. Conserves space (1 page of paper as opposed to thickness of file front.) In event last serial consists of numerous pages, only the first page of the letter or report is retained.

2. Conserves time since it would appear in order to comply with existing instructions it is now necessary to prepare a file front in consolidated sections writing in the file number and office of origin for each file destroyed under 5-year rule.

Disadvantages of suggestion Possibility exists top serial in file to be destroyed does not identify office of origin. It will be incumbent on Chief Clerk's Office to insure this information is placed on page 1 of top serial prior to destruction of file.

(The use by the United States of my suggestion shall not form the basis for any claim which I or my assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ [redacted]

Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head
The Chief Clerk's suggestion has merit and barring any other considerations not taken into account I feel her suggestion should be adopted.

[EX-112]

Richard D. Cogge
SAC
Signature and Title

(Do not write in this space - for Bureau use only)

XEROX OCT 27 1971

Ltr. of appr. ML:alh 10/20/71

REC-53

62-2319-2340

21

5 OCT 18 1971

TWO

3 - Bureau. 2 - HN (66-611)(67-[redacted])

UNRECORDED COPY FILED IN

FBI OCT 18 1971

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

b6
b7C

TO : Mr. Tavel

DATE: 11/2/71

FROM : J. W. Marshall

SUBJECT: [redacted]
GS-3, Filing Unit
Files and Communications Division
EOD 3/1/71

STREAMLINING COMMITTEE SUGGESTION
#314-72

[redacted] has suggested that Filing Unit employees be given production credit for mail filed while returning files to the cabinet. Presently in returning files to the file cabinets, employees are required to file all loose mail which accumulated while the file was charged out. Employees' production levels relative to file returns take into consideration loose mail that must be filed.

The committee carefully considered this suggestion and feels that sufficient time is already allowed for this particular function when computing production relative to file returns. Therefore, it recommends against adoption of this suggestion. Employee has been orally thanked for this suggestion and no further acknowedgment appears necessary.

RECOMMENDATION:

For referral to the Training Division, attention Suggestion Desk.

OTB:mah
(6)

ADDENDUM OF THE TRAINING DIVISION, ML:alz, 11/4/71

Due to the observations of the Files and Communications Division and the fact that the employee has been orally thanked for her idea, the Training Division will list it for statistical purposes only.

REC-24 66-2319-235

RECOMMENDATION: That the suggestion not be adopted and a letter not be prepared for forwarding to the suggester.

EX-100

30 NOV 1 1971

16 NOV 5 1971

1 - Personnel file of [redacted]

REC-103 66-2319-236

January 6, 1972

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear [redacted]

Reference is made to your suggestion that a rotor filing system be installed in the various divisions at the Seat of Government. After consideration, it has been decided the numerous disadvantages involved in the proposed system would far outweigh any anticipated benefit to be derived from it.

Although favorable action was not taken in this instance, I appreciated having the benefit of your thoughts on this matter.

Sincerely yours,

J. Edgar Hoover

1 - Mr. E. S. Miller
1 - Personnel file of SA [redacted]
ML:alz
(5)

(Suggestion 414-72)

NOTE: Based on memorandum E. W. McCoy to Mr. Waikart, PFO:baj, 1/3/72, re: Suggestion 414-72 Submitted by [redacted] Domestic Intelligence Division, with addendum by the Training Division, ML:alz, 1/6/72.

MAILED 7
JAN - 6 1972
FBI

Mr. Tolson
Mr. Felt
Mr. Rosen
Mr. Mohr
Mr. Bishop
Mr. Miller, E.S.
Mr. Callahan
Mr. Casper
Mr. Conrad
Mr. Dalbey
Mr. Cleveland
Mr. Ponder
Mr. Bates
Mr. Waikart
Mr. Walters
Mr. Soyars
Tele. Room
Miss Holmes
Miss Gandy

F415
51 JAN 14 1972

MAIL ROOM ☐ TELETYPE UNIT ☐

December 23, 1971

PERSONAL

EX-101

REC. 25

66-2319-234

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that a rotor filing system be installed in the various divisions at the Seat of Government. Your proposal is being evaluated and I will let you know when a decision is made.

Your interest in furnishing me with your observations in this matter is indeed appreciated.

Sincerely yours,

J. Edgar Hoover

MAILED 8
DEC 23 1971
FBI

1 - Mr. E. S. Miller
1 - Personnel file of SA [redacted]
JER:aga
(5)

(Suggestion 414-72 dated 12/9/71)

NOTE: Suggests rotor filing system presently in use in field be adopted for use in maintaining pending files within the respective divisions at Seat of Government.

Referred to Files and Communications Division for views and recommendations.

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Tavel
Walters
Soyars
Tele. Room
Holmes
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

414-72

Date: December 9, 1971

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Domestic Intelligence Div.

b6 b7C

SUGGESTION

It is suggested that the Rota system presently in use by field divisions be adapted for maintenance of pending files within the respective divisions at the Seat of Government. Whereas in the field the Rota clerk handles all facets of the file from the opening of the case to the time of closing, it would be necessary in any division to have new case clerks who would open the new case, do the original indexing, and make up the original file jacket. This would thereafter be sent to the Rota clerk who would handle the file from then on until closing, handling all serializing, indexing, routing, etc.

Current practice or rule (Include manual citation as well as facts) That all pending and closed files at the Bureau are maintained in the Files and Communications Division as set out on page 9a of the Bureau Supervisor's Manual.

Advantages of suggestion and annual savings (include basis for estimate) The advantages would be that each Bureau Supervisor would have his pending files available at all times for immediate reference rather than having to call the file from storage where it is maintained. Also, the file would be kept up-to-date at all times by the Rota clerk. This would also eliminate the necessity of ticklers on a section level as the file would also be available to the supervisor in charge and to the Section Chief. It is impossible to estimate the amount of savings that could be accomplished in clerical time by having one clerk who would be familiar with each file, perform the clerical function necessary, and also would result*(SEE PAGE TWO)

Disadvantages of suggestion Having become accustomed to this system while serving as a field supervisor, I can think of no disadvantages providing it can be adapted to the Seat of Government use.

FILES

(The use by the United States of my suggestion shall not form the ba[illegible] heirs, or assigns upon the United States. I understand that I will be consider[illegible] is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss [redacted] S.A.

Signature and Title of Suggester

Recommendations and comments of Division Head

EX-101 REC 25 66-2319-[illegible]

Signature and Title

(Do not write in this space - for Bureau use only)

Ltr. ack 12/23/71 JER:mja

Memo McCoyle to Wacker PHO: bjj 1/3/72 w/add of Eng. mcaly 1/6/72

Ltr. dapr. mc. DJP 1/6/72

15 DEC 27 1971

[illegible]

*in a savings in the amount of paper used in making tickler copies on the Section level. Also, the use of the Rota would effect a space savings as our rota could handle the pending files of each Agent Supervisor and replace the several file cabinets now in use by each Supervisor.

ADDENDUM - DOMESTIC INTELLIGENCE DIVISION: CFF:cae 12/20/71

This suggestion pertains to the maintenance of pending files at Seat of Government in the respective divisions by utilizing a Rota system. This system is presently in use by field divisions and allows for the complete processing and handling of incoming mail in these divisions at a central Rota file.

COMMENTS OF DOMESTIC INTELLIGENCE DIVISION:

This division interposes no objection other than availability of space needed to accommodate such a filing system, which would pose a problem at out present location. The security of this division's pending files is considered highly desirable and the storage of these files in our space might provide added security.

However, it is difficult to comprehend how this system could properly function at the Seat of Government ~~just~~ based on the constant need of files by other divisions for name check reviews. It is suggested the views of the Files and Communications Division be obtained concerning this proposal.

EM/s

CF

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Tolson
Felt
Rosen
Mohr
Bishop
Miller, E.S.
Callahan
Casper
Conrad
Dalbey
Cleveland
Ponder
Bates
Waikart
Walters
Soyars
Tele. Room
Holmes
Gandy

TO : Mr. Waikart

DATE: 1-3-72

FROM : E. W. McIlroy

FILES

SUBJECT: Suggestion #414-72.
Submitted By [redacted]
Domestic Intelligence Division

b6
b7C

Suggester proposes that pending files be kept in respective divisions at Seat of Government (SOG) as is done in Field. He further proposes that each division have new case clerks who would open new cases, do original indexing, and make up original file jacket which would thereafter be sent to clerk who would handle files from then until closing--handling all serializing, indexing, routing, etc.

Such a system is just not feasible for use at SOG. Pending and closed files are kept in one numerical sequence at SOG so that files can be quickly found without having to look for them in two different locations. While it may be true that pending files in Field are only of interest to supervisors and agent to whom case is assigned, it is not true at SOG. We handle approximately two and a half million name checks annually which would mean that two hundred plus file reviewers alone would be traveling from building to building and office to office in order to review references developed in name checks or that File Review Unit would have to be decentralized with reviewers assigned to various buildings and offices. This would create severe supervisory and staffing problems. A monstrous transportational problem would also be created in connection with transporting "Ident" references to and from area in which file maintained to office of supervisor who must review references. With such a system it would be impossible to make expedite name checks to White House and others as we now do with files in one location.

REC-103 66-2319-287

12 JAN 10 1972

Mail processing (opening cases, indexing, etc.) is entirely different in Field than it is at SOG. In Field serial must be "matched" with file (placed on top of file) in order to serialize it. At SOG mail is never "matched" with a file except to file the

PFO:baj
(3)
Enclosure

Continued-Over

F415

1 JAN 14 1972

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

Memo McCoy to Waikart
Re: Suggestion #414-72,
Submitted By [redacted]
Domestic Intelligence Division

b6
b7C

completely recorded and inactive serial in it. Centralized control for new case numbers, serializing, indexing, and preparation of abstracts is essential and proposed system would decentralize such responsibilities.

The Records Branch is opposed to adoption of suggestion for reasons stated.

RECOMMENDATION:

Forward to Suggestion Desk, Training Division.

ADDENUDM OF THE TRAINING DIVISION, ML:alz, 1/6/72

Training Division is in complete agreement with the foregoing views of the Files and Communications Division regarding this proposal. The present system works well and is much more efficient than the use of decentralized files for the Seat of Government.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact. His idea has been acknowledged by prior letter.

June 1, 1972

PERSONAL

REC-42 66-2319-238

EX-100

[redacted]
Federal Bureau of Investigation
Tampa, Florida

b6
b7C

Dear [redacted]

The suggestion submitted by you has been received regarding the use of a pink sheet of paper on the top of each closed volume of a file. While there is no objection to this practice, it is felt it should not be adopted on a mandatory basis. Some of our field offices follow this procedure at the present time.

Your continued interest in seeking ways to improve our operations is indeed appreciated.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

MAILED 20
JUN 01 1972
FBI

2 - Tampa
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:car
(6)

(Suggestion 842-72 dated 5/26/72)

NOTE: Suggests whenever a volume of a file is closed and a new volume opened that a top pink sheet be inserted in the top of the closed volume with the notation "See Current Volume." This would act as a "flag" that section is not the current volume and that no more mail should be added to it.

(NOTE continued on page 2)

Felt
Mohr
Rosen
Bates
Bishop
Callahan
Campbell
Casper
Cleveland
Conrad
Dalbey
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM [ ] TELETYPE UNIT [ ]

55 JUN 7 1972

[redacted]

b6
b7C

NOTE (Continued)

This matter has been discussed with Alexandria and Washington Field Offices as well as the Inspection Division. While it has been ascertained that some offices do use this procedure, it has been decided such a rule should not be made mandatory for all field offices. It does entail additional work on the part of clerks and the file front is marked to show whether file is open, closed or referred upon completion. In addition, the file front gives the serial scope of material in file. Training Division recommends no further action regarding this matter.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#842-12

Date: 5/26/72

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: TAMPA

b6
b7C

SUGGESTION: It is suggested that whenever a volume of a file is cut-off and transferred to the closed section i.e. Volume 1 of a file and the file continues i.e. Volume 2, that a top pink sheet be inserted in the top of each closed volumes with the notation "See Current Volume". In this way, it will readily flag that section as not being the last or current volume and also insure no other serials are added to this file. (A sample enclosed).

Current practice or rule (Include manual citation as well as facts): Current practice is to show on file front the serials contained in the section along with the Volume number.

Advantages of suggestion and annual savings (include basis for estimate): The advantage would it would more readily flag file as having other volumes, and prevent any serials being added to this section if overlooked on file front. It would act as double preventative in this respect. No savings involved.

6 Files

Disadvantages of suggestion: The only disadvantage would be the same additional time needed to add this top sheet. No form would be necessary and this sheet would not need any serialization.

(The use by the United States of my suggestion shall not form the b[redacted] my heirs, or assigns upon the United States. I understand that I will be conside[redacted]stion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] Assistant Chief Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion does have advantage indicated. Recommend adoption.

J. F. Santoiana, Jr.
J. F. SANTOIANA, JR., Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

EX-109 REC-42 66-2319-238

6-2

22 MAY 30 1972

[redacted]

TWO

See Current

Volume

June 21, 1972

PERSONAL

REC-72 66-2317-239

b6
b7C

[redacted]

Federal Bureau of Investigation
San Francisco, California

EX-109

Dear [redacted]

Your suggestion has been received that space be included on file covers to enter certain additional information. As a matter of possible interest to you, similar proposals have been considered previously and not adopted since it was felt that the use of this information would not suffice for a file review.

I appreciate the interest which led you to submit your idea to me.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

MAILED 20
JUN 23 1972
FBI

2 - San Francisco
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
NML:crb
(6)

(Suggestion 885-72 dated 6/16/72)

NOTE: Suggests file covers (Form FD-245) be imprinted with an area for Agent to record when and where stops have been placed. Also, suggests some notation be placed on file covers to permit Agent to indicate whether or not subject is a fugitive.

(NOTE continued page 2)

Felt
Mohr
Rosen
Bates
Bishop
Callahan
Campbell
Casper
Cleveland
Conrad
Dalbey
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

[redacted]

b6
b7C

NOTE: Similar proposals have been considered previously and not adopted. With regard to stops, reliance should not be placed on a notation on file cover since through inadvertence one might not be recorded or removed. A file review is regarded as necessary for such items. In addition, a problem would exist when files are being consolidated if a stop is still outstanding. Stops are not used as frequently as they once were since advent of NCIC as police departments have direct access to this facility. Any piece of mail in a file will contain information as to fact subject is a fugitive once he has been made one so this data is readily available by lifting cover of file. The assignment card also contains this information. Training Division, therefore, recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#865-112

Date: 6/16/72

To: Acting Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: SAN FRANCISCO

b6
b7C

SUGGESTION

It is suggested that future file covers (FD-245) be imprinted with an area for the Agent to record when and where stops have been placed. It is also suggested that some notation be placed on the file covers so it may be indicated whether or not Subject is a Fugitive. (See Attached)

0 Files

Current practice or rule (Include manual citation as well as facts)

Form does not contain section to indicate when and where stops have been placed.

Advantages of suggestion and annual savings (include basis for estimate)

While dictating reports, especially 5-day and closing reports, information would be readily available to the dictating Agent whether any stops have been placed. It would thus relieve the Agent of the time consuming review of the entire file to determine this information.

Annual savings cannot be adequately estimated by this Agent, but should be considerable due to the amount of time saved from file reviews.

EXP. PROC
JUN 19 1972
135

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis [redacted] e by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] my suggestion is adopted within two years after submission.)

XX Mr. ☐ Mrs. ☐ Miss [redacted]

Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head

It is recommended that this suggestion should be considered.

Special Agent Signature and Title in Charge

(Do not write in this space - for Bureau use only)

Let to Asst Dir 6/21/72

REC-12 66-2319-259

15 JUN 19 1972

EX-109

B

1 ENCLOSURE

-243 (REV. 4-13-60)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

| STOPS | PLACED: DATE | REMOVED: DATE |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Fugitive - YES ☐

CLASSIFICATION NO.

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

Serials

Volume Number

*See also Nos.*

1

ENCLOSURE

62-117239

SAW MILLER 13-12509

August 22, 1972

PERSONAL

REC-24 66-2319-240

b6
b7C

[redacted]

Federal Bureau of Investigation
Jackson, Mississippi

Dear [redacted]

The suggestion submitted by you has been received that a particular file number be added to the file cover under certain circumstances. I thought you would be interested to know there is no objection to this practice if the figure is readily available; however, it is felt a mandatory rule in this regard is not warranted due to the few times when it would be needed.

The interest which led you to give me the benefit of your thoughts on this matter is indeed appreciated.

MAILED
AUG 22 1972
FBI

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

2 - Jackson
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

ML:car
(6)

(Suggestion 120-73 dated 8/11/72)

NOTE: Suggests the office of origin's file number be placed on the front of a file that is being destroyed after five years because another office is office of origin or office of prosecution.

(NOTE continued on page 2)

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM [X] TELETYPE UNIT [ ]

62 AUG 28 1972

[redacted]

b6
b7C

NOTE (Continued)

Training Division has ascertained WFO uses this system so there is no objection to such a practice if the number is readily available. It is doubtful if work involved would be warranted on an overall basis due to few cases which will be reopened. In any event if a communication is sent to office of origin, that office must search the mail and will have the number available. Training Division, therefore, recommends idea not be approved for use field wide.

Employee Suggestion
FD-242 (Rev. 9-11-59)

#120-43

Date: 8-11-72

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Jackson

b6
b7C

SUGGESTION

On the front of a file that is destroyed after 5 years because another office is origin or office of prosecution, note the office of origin's file number.

#35

AUG 24 '72

EXP. PROC. 8/17/72 #34

Eyl.

6 files

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations Part II, Section 3D, 8d(4) (page 13b). Show identity of office of origin for reference purposes.

Advantages of suggestion and annual savings (include basis for estimate)

This suggestion will serve as an aid in locating needed reference.

Disadvantages of suggestion

Takes a few minutes a day longer to record.

(The use by the United States of my suggestion shall not form the basis [illegible] my heirs, or assigns upon the United States. I understand that I will be considered [illegible] tion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Chief Clerk
ester

Recommendations and comments of Division Head

This appears to be a reasonable suggestion and I recommend that it be adopted.

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Letter dtd 8/22/72 encls.

REC-24 66-2319-2416

16 AUG 18 1972

105

Top of Consolidated Section

Scored Line — Perforated Lines

Scored Line — Perforated Lines

Scored Line

Scored Line

87 — 10,901 To 87 — 10,901

Perforated Line — Perforated Line

Bottom of Consolidated Section

August 24, 1972

PERSONAL

REC-4 66-2319-241

EX 101

b6
b7C

[redacted]
Federal Bureau of Investigation
Little Rock, Arkansas

Dear [redacted]

Thank you for the suggestion that file ends for consolidated volumes be prepared for use by field offices. As a matter of possible interest to you, this matter was thoroughly evaluated before the system was brought to the attention of all offices and it was decided the cost involved for purchase of commercially made binders was not warranted. It is not practical to make these file ends at FBI Headquarters.

I appreciate the thoughtfulness you displayed in submitting your idea to me.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

MAILED 22
AUG 24 1972
FBI

2 - Little Rock
1 - Field personnel file
1 - Suggestion file

Your attention is called to SAC Letter 63-33 dated 7/9/63 wherein the use of file ends was brought to the attention of all offices with instructions for making these items from file backs. All offices with open-shelf filing should be using this system by this time. This matter was thoroughly evaluated at the time the system was adopted. Items of this type cannot be prepared at FBIHQ and the ones which can be purchased commercially are extremely expensive; therefore, it was decided the file ends could be made in each office.

1 - Personnel file of [redacted]

MML:car
(6)

(Suggestion 124-73 dated 8/17/72)

(Continued on page 2)

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ✓ TELETYPE UNIT

54 AUG 29 1972

[redacted]

b6
b7C

(Continued)

NOTE: Suggests file binders, for consolidated file sections, similar to the enclosed be prepared for use by field offices.

Due to observations set forth for the use of the SAC, Training Division recommends no further action regarding this idea.

Employee Suggestion
FD-252 (Rev. 8-11-59)

#124-73

Date: 8-17-72

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: LITTLE ROCK b6 b7C

SUGGESTION

File binders, for consolidated file sections, similar to enclosed be prepared for use by Field Offices.

FILES

EXP. PROC. #30 32 AUG 21 1972

Current practice or rule (Include manual citation as well as facts)

It is practice of some Field Offices with open-shelf filing to utilize file binders on consolidated file sections; however, manual sets forth no provisions for same.

Advantages of suggestion and annual savings (include basis for estimate)

Prepared file binders will conserve individual employee time at time of consolidation, as well as facilitate location of files, reduce misfiles, eliminate need for shelf labels and greatly improve appearance of open-shelf filing.

Only monetary savings would be represented by employees time in consolidating and locating files.

Disadvantages of suggestion

Cost of preparation.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for a cash award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ [redacted]

Correlation Clerk
Title of Suggester

Recommendations and comments of Division Head

I recommend adoption.

REC-4 ~~REC-~~ 66-2319-244

Herbert E. Hollis
Signature and Title
Special Agent in Charge

(Do not write in this space - for Bureau use only)

"ENCLOSURE ATTACHED"

ENCLOSURE

Letter of Suggestion 8/24/72 ML:car

22 AUG 21 1972

[redacted]

(3) - Bureau (Enc. 1) 9 det tuggBeb
2 - Little Rock (66-1531, P. F.)

REC-19 66-2319-2482

EX-116

September 11, 1972

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Indianapolis, Indiana

Dear [redacted]

I have received your suggestion that Form FD-245 be printed on both sides. As a matter of possible interest to you, the same proposal has been considered numerous times in the past and not adopted because of several disadvantages involved in the procedure as outlined by you.

Although favorable action was not taken in this instance, the interest which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

MAILED 8
SEP 11 1972
FBI

2 - Indianapolis
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

NML:car
(6)

(Suggestion 186-73 dated 9/1/72)

NOTE: Suggests the file front (Form FD-245) be printed on both sides to permit its reuse.

54 SEP 19 1972

Same idea has been considered several times in past and not adopted. There would be additional cost to run these fronts through equipme twice for printing on both sides. Fronts become mutilated through constan

Felt
Baker
Bates
Bishop
Callahan
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

(NOTE continued on page 2)

[redacted]

b6
b7C

NOTE (Continued)

and in most instances they would not be in satisfactory condition for reuse. There would be margin for error should front be placed on file with wrong side up showing incorrect file number. Due to these views, Training Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#186-43

Date: 9/1/72

To: Acting Director, FBI

From: (Suggester's name)

Division of Assignment: Indianapolis

b6
b7C

SUGGESTION

Bureau form FD-245 (file front) be imprinted on both sides to permit reusing, as is presently done with file backs and folders.

FILES

EXP. PROC. 9/11/72

Current practice or rule (Include manual citation as well as facts)

File fronts are destroyed when files are consolidated after they are closed six months. The majority of these file fronts are in re-usable condition.

Advantages of suggestion and annual savings (Include basis for estimate)

Advantages would be (1) a savings to the Government by double utilization of the form; (2) decrease in necessary supply maintained, resulting in a savings of storage space in supply rooms.

It is impossible to estimate the annual savings--the cost of the extra printing on the reverse side would be offset by the 50% savings on the material cost. It would appear the savings would be substantial due to the volume of files consolidated in all Bureau offices.

Disadvantages of suggestion

Only apparent disadvantage would be if cover would be placed wrong-side up during serialization. This could be eliminated by blocking out the file number at the time of consolidation.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for s adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

File Supervisor; GS-4

Recommendations and comments of Division Head

Recommend this suggestion be adopted.

EX-116 REC-19 66-2319-242

SAC

Signature and Title

(Do not write in this space - for Bureau use only)

Letter of Commendation 9/11/72 MLL

16 SEP 13 1972

TWO

REC-19 64-2319-243

EX-116

September 5, 1972

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Philadelphia, Pennsylvania

Dear [redacted]

Thank you for the suggestion that space be provided on the reverse side of file covers to enter certain additional information. As a matter of possible interest to you, similar proposals have been considered previously and not adopted since it was felt the use of this information would not suffice for a file review.

I appreciate the thoughtfulness which prompted you to submit your idea to me.

Sincerely yours,

L. Patrick Gray III

MAILED 8
SEP 5 - 1972
FBI

L. Patrick Gray, III
Acting Director

2 - Philadelphia
1 - Field personnel file
1 - Suggestion file

Your attention is called to the Manual of Rules and Regulations, Part II, Section 3, pages 7a and 7b, wherein instructions are set forth regarding information which may be entered on the file cover. File numbers for auxiliary offices may be entered in longhand on the inside of the file cover in the right-hand corner. Cost for preprinting items on back of cover which may never be used is not warranted. For instance, it would be a rare occasion indeed when all offices would be involved in one case.

1 - Personnel file of SA [redacted]

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

ML:car
(6)

CLOSED 8
SEP 20 1972

(Suggestion 162-73 dated 8/28/72)

(NOTE on page 2)

[redacted]

b6
b7C

NOTE: Suggests reverse side of file cover be used for storage of data concerning the particular case file involved. This data would be the type which once established would not change. A prime example would be the listing of all FBI field offices in alphabetical order with adjacent space to insert the file number of the case for each office as it is determined. Another example would be spaces for subject's date of birth, Social Security number, military service number, FBI number, police arrest number, Selective Service number, race, sex, name, and aliases.

Similar proposals have been considered previously and not adopted. It was decided reliance on information so posted would not be of value. While it might provide a convenient reference, it could lead to error or omission. This information is in the file and a listing of such items would never suffice for a file review. Training Division recommends idea not be adopted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#162-73

Date: August 28, 1972

To: Acting Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: PHILADELPHIA

b6 b7C

SUGGESTION

It is suggested that the reverse side of FD 245 (file cover) be utilized for storage of data concerning the particular case file involved. The data selected would be the type that, once established, or determined, would not change. A prime example would be the listing of all FBI field offices in alphabetical order with adjacent space to insert the file number of the case for each office as it is determined.

A secondary example would be space or blanks to insert subject's date of birth, Social Security Number, military service number, FBI number, police arrest number, Selective Service number, race, sex, name, and aliases.

Current practice or rule (Include manual citation as well as facts)

This information is presently maintained at various locations in the file and particularly in a major case or (see pg.2)

Advantages of suggestion and annual savings (Include basis for estimate)

The prime example given regarding other office file numbers is the basis of the suggestion which would have the major applicability to organization type cases or major cases as other office field numbers would be readily accessible inside the front cover of Volume I of the file. The format proposed is that all of the field offices be listed in alphabetical order with adjacent space to insert the file numbers and that the printing be arranged so that it could be read upon opening the file cover without having to turn the file cover around.

(see page 2)

Disadvantages of suggestion

The only known disadvantage of this suggestion is the cost of printing the reverse side of the file cover inasmuch as the insertion of the data obtained would take minimal time on the part of the rotor clerk.

(The use by the United States of my suggestion shall not form the basis of a [redacted] rs, or assigns upon the United States. I understand that I will be considered for an [redacted] s adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss SA [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion of SA [redacted] appears to warrant consideration. SAC recommends that the Bureau [redacted] this seems thought based on our current problems [redacted]

Acting Special Agent in Charge

(Do not write in this space - for Bureau use only)

66-2319-243

EX-116 REC-19

16 [redacted] 972

(3) - Bureau
2 - Phila. (1 - Pers. file)(1- Suggestion file) JCH (5)

Current Practice or Rule (cont'd)

organization type file which may be in any one of several volumes and particularly could require considerable research to locate the needed information and in urgent matters or a major case, frequently time is not available to determine the file numbers of other offices even though they are available in the file.

Advantages of Suggestion and Annual Savings (cont'd)

Other secondary items would be listed following the field office file numbers with space left to insert information as it is obtained.

The savings involved in this suggestion are difficult to estimate, but they consist of the time saved in retrieving this information from the case file on the part of the case agent and the saving of time on the part of the receiving offices as they will not have to search incoming mail when the file number is available.

The secondary example regarding identifying information concerning subjects would save the file reviewer time to retrieve the data to help identify or eliminate suspects in fast-moving major cases. The fact that the current procedure calls for file covers to be destroyed on consolidation of certain files would have no bearing on this suggestion as even with the destruction of the file covers, we are no worse off than we are now.

NAME _____ SEX _____ COLOR _____

ALIASES _____

_____

DOB _____ POB _____ SOCIAL SECURITY NO. _____

MILITARY SERVICE NO. _____ FBI NO. _____

POLICE ARREST NO. _____

## FIELD OFFICE FILE NOS.

ALBANY _____
ALBUQUERQUE _____
ALEXANDRIA _____
ANCHORAGE _____
ATLANTA _____
BALTIMORE _____
BIRMINGHAM _____
BOSTON _____
BUFFALO _____
BUTTE _____
CHARLOTTE _____
CHICAGO _____
CINCINNATI _____
CLEVELAND _____
COLUMBIA _____
DALLAS _____
DENVER _____
DETROIT _____
EL PASO _____
HONOLULU _____
HOUSTON _____
INDIANAPOLIS _____
JACKSON _____
JACKSONVILLE _____
KANSAS CITY _____
KNOXVILLE _____
LAS VEGAS _____
LITTLE ROCK _____
LOS ANGELES _____
LOUISVILLE _____
MEMPHIS _____
MIAMI _____
MILWAUKEE _____
MINNEAPOLIS _____
MOBILE _____
NEWARK _____
NEW HAVEN _____
NEW ORLEANS _____
NEW YORK _____
NORFOLK _____
OKLAHOMA CITY _____
OMAHA _____
PHILADELPHIA _____
PHOENIX _____
PITTSBURGH _____
PORTLAND _____
RICHMOND _____
SACRAMENTO _____
ST. LOUIS _____
SALT LAKE CITY _____
SAN ANTONIO _____
SAN DIEGO _____
SAN FRANCISCO _____
SAN JUAN _____
SAVANNAH _____
SEATTLE _____
SPRINGFIELD _____
TAMPA _____
WASHINGTON, D.C. _____

## LEGAT

BEIRUT _____
BERN _____
BONN _____
BRASILIA _____
BUENOS AIRES _____
CARACAS _____
COPENHAGEN _____
HONG KONG _____
LA PAZ _____
LONDON _____
MADRID _____
MANAGUA _____
MANILA _____
MEXICO CITY _____
OTTAWA _____
PARIS _____
ROME _____
SINGAPORE _____
TEL AVIV _____
TOKOYO _____

ST 100

September 21, 1972

PERSONAL

REC-41 66-2319-2447

Review of 4-661 noted in Forms Desk. 9/25/72 dr

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for the suggestion that a form be approved for use when referring files to a particular unit. This proposal has been considered and it has been decided a new format for this purpose should not be approved; however, Form 4-661 will be revised to include the appropriate information to serve the intended purpose.

I appreciate the interest you displayed in submitting your idea regarding this matter.

[redacted]

1 B-110

Sincerely yours,

MAILED 20
SEP 21 1972
FBI

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

1 - Mr. Marshall
1 - Personnel file of [redacted]
LSML:car
(5)

(Suggestion 236-73 dated 9/19/72)

NOTE: Based on memorandum P. F. O'Connell to Mr. Marshall, 9/19/72 re: [redacted] GS-6, Filing Unit, Files and Communications Division, EOD 6/28/65, PFO:als.

58 OCT 30 1972

Felt
Baker
Bates
Bishop
Callahan
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☑ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Felt
Baker
Bates
Bishop
Callahan
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

TO : Mr. Marshall

DATE: 9/19/72

b6
b7C

FROM :

SUBJECT:

Files

GS-6, Filing Unit
Files and Communications Division
EOD 6/28/65

STREAMLINING COMMITTEE SUGGESTION
#236-43

has suggested through Files and Communications Division Streamlining Committee that another form similar to 4-661 (File Repair Record) be created for use in referring files in need of repair to Repair Unit, Room 7519 Justice Building. He pointed out that form 4-661 is presently used for this purpose by crossing out identity of unit in Identification Building and stamping above it "Repair Unit, Room 7519." He felt by utilizing separate form that time would be saved* in stamping forms with room number of Repair Unit in Justice Building.

Committee noted that a substantial number of these forms is used and observed that one form could serve purpose if identity of both repair desks are shown on the form with a block in front of each which could be checked by employee. Although suggestion is not being adopted as submitted, his suggestion has resulted in modification of Form 4-661 which will facilitate handling of files to be repaired.

* Training Division has ascertained from Mr. O'Connell that tangible savings involved would be minimal. 9/20/72

RECOMMENDATION:

1. That Form 4-661 be revised per attached sample.

2 ENCLOSURE

2. That this memorandum be forwarded to Suggestion Desk, Training Division so that Ness can be advised that modified version of his suggestion is being adopted. ST 100

Enclosure

PFO:als
(7)

REC-41 66-2319-2444 70

letter of appreciation 9/21/72 MLicav

18 OCT 19 1972

(Rev. 9-21-72)

File Repair Record
4-661 ~~(9-26-62)~~

Please ride by side in very bold large print. Leave Date line

TO: ☐ Repair Desk, Room G 101 IB
☐ REPAIR DESK ROOM 7519 JB

Date _____

Take space from bottom of format.

From: _____

Re : File No. _____ Section _____

This file charged or transferred to Repair Desk by:

_____ Date _____

Please repair items checked below:

1. ☐ Expand
2. ☐ New Cover
3. ☐ New Back
4. ☐ Change Cover Size
5. ☐ Consolidate Sections _____
6. ☐ Make Up Sub A File
7. ☐ Repair Serials _____
8. ☐ Laminate Serials _____
9. ☐ Check Serialization _____
10. ☐ Miscellaneous (Specify) _____

_____

Date

Repaired By: _____ _____

Checked By: _____ _____

File Sent: ☐ Return Table _____

☐ Lamination _____

☐ _____ Rm. _____ _____

*(Use reverse side for additional remarks)*

**PROPOSED REVISED 4-661**

Encl memo to Inspector Mansfield
Re: 9-15-72

ENCLOSURE

66-2319-2444

4-17 (Rev. 8-21-72)

FEDERAL BUREAU OF INVESTIGATION
FILES AND COMMUNICATIONS DIVISION

_____, 1972

b6
b7C

- Mr. Felt
- Mr. Baker
- Mr. Bates
- Mr. Bishop
- Mr. Callahan
- Mr. Cleveland
- Mr. Conrad
- Mr. Dalbey
- Mr. Jenkins
- Mr. Marshall
- Mr. Miller, E. S.
- Mr. Ponder
- Mr. Soyars
- Mr. Walters
- Mr. Kinley
- Mrs. Neenan

- Mr. McMichael
- Mr. Malmfeldt
- Mr. D. J. Brennan
- Mr. Bassett

Room 5302

RECORDS BRANCH
IDENT BUILDING

1320 IB
1116 IB

6309 IB
1116 IB
1319 IB

7740
7740
7264
7746
7744
7742

- Send File
- Per Conversation
- For Your Info.
- For Approp. Action
- Initial

- See Me
- Note & Return
- Phone Me

Employee in Filing Section, Ident Bldg will have case to route to Ident Desk; Employee in Justice Bldg may route to Justice or Ident desk —

Thanks

Fbi Hdtrs letter 9/21/72.

File Repair Record
4-661 (Rev. 9-21-72)

Date _____

**TO:** ☐ **REPAIR DESK, Rm G 101 IB** ☐ **REPAIR DESK, Rm. 7519 JB**

Re : File No. _____ Section _____

This file charged or transferred to Repair Desk by:

_____ Date _____

Please repair items checked below:

1. ☐ Expand
2. ☐ New Cover
3. ☐ New Back
4. ☐ Change Cover Size
5. ☐ Consolidate Sections _____
6. ☐ Make Up Sub A File
7. ☐ Repair Serials _____
8. ☐ Laminate Serials _____
9. ☐ Check Serialization _____
10. ☐ Miscellaneous (Specify) _____

_____

_____ Date

Repaired By: _____ _____

Checked By : _____

File Sent: ☐ Return Table

☐ Lamination

☐ _____ Rm. _____ _____

From: PRINTED REVISED 4-661

*(Use reverse side for additional remarks)*

b6
b7C

ENCLOSURE 66-2319-244

August 15, 1972

## PROPOSED CHANGE IN MANUAL FOR BUREAU SUPERVISORS

Section 20, Item 21, page 12b, paragraph 1 should be amended to read as follows:

(21) Check of files, serials, and mail

On the second Wednesday of each month all Assistant Directors must make a complete check of all files and mail in their respective divisions to determine if matters are being promptly handled and that all mail and files are being promptly returned to Files and Communications Division. Explanations must be obtained and administrative action recommended where excessive delays are indicated. The results of this check must be incorporated in a report from each Assistant Director to the Associate Director containing the following information:

NOTE: Proposed revision of Manual For Bureau Supervisors is necessary in order to conform with the present organizational structure and administrative procedures of the Bureau.

OTB:mlj
(4)

66-2319

NOT RECORDED
4 SEP 28 1972

Per Mr. Felt's instructions same change will be made in other appropriate portions of this manual.
JR 8/15/72

Felt
Bates
Bishop
Callahan
Campbell
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

XEROX
OCT 2 1972
MAIL ROOM ☐ TELETYPE UNIT ☐

66-34511
66-34511

UNRECORDED COPY FILED IN

SI-117

October 24, 1972

PERSONAL

REC-65

62-3317-245

[redacted]

Federal Bureau of Investigation
Pittsburgh, Pennsylvania

b6
b7C

Dear [redacted]

I have received your suggestion concerning revisions of Form FD-245 to provide spaces for recording National Crime Information Center data and to record classification and file numbers both vertically and horizontally. With respect to the first portion of your proposal, the matter was considered previously and not adopted since such entries would not apply to all cases. An office may, if it so desires, use a stamp for such purposes. In addition, it is not desirable that a floating serial be employed since it involves extra clerical work and, for good records management, all material in a file should be appropriately serialized. The other part of your suggestion has been considered and it has been decided any advantage it could achieve would be outweighed by the cost and extra notation involved.

Although your idea was not adopted in this instance, I appreciate your initiative in submitting it to me.

MAILED 11
OCT 24 1972
FBI

Sincerely yours,

L. Patrick Gray III
L. Patrick Gray, III
Acting Director

Felt
Baker
Bates
Bishop
Callahan
Cleveland
Conrad
Dalbey
Jenkins
Marshall
Miller, E.S.
Ponder
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

2 - Pittsburgh
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
JER:car
(6)

(Suggestion 321-73 dated 10/16/72)

NOTE on page 2

MAIL ROOM ☑ TELETYPE UNIT ☐

b6
b7C

NOTE (Continued) Form

NOTE: Suggests FD-245 (File Cover) be revised according to sample attached to suggestion to provide spaces for noting National Crime Information Center (NCIC) entries and to provide space to enter classification and file numbers both vertically and horizontally. As alternative to first portion, would have NCIC entries recorded on top floating serial.

Same idea with respect to NCIC data on file covers was considered previously and not adopted since this information would not apply to all files. It was believed offices could use appropriate stamps for same purpose where needed in files and many do; however, it is not considered in good practice to rely on entries rather than file review to insure action was taken. The matter of a floating serial has been considered often in this regard and other matters and not adopted for several reasons. Good records management dictates all material in file should be properly serialized. Floating serials cause extra work to transfer as additional volumes are opened. Further, if every suggestion about a floating serial were adopted, we would have had several "top" floating serials all for different purposes which is a practical impossibility.

In regard to revising the covers to allow entry of file and classification numbers in two directions, matter was discussed with Chief Clerk's Desk, Training Division, and Washington Field Office and it was consensus that such action is entirely unnecessary. Files are jacketed in rotors and easily identified in that way. Suggested procedure would be of no advantage in closed files and even less when files are consolidated. In addition, it would cause more work to enter file number twice on cover.

Employee Suggestion
FD-259 (Rev. 9-11-59)

Date: 10/16/72

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | Pittsburgh |

b6
b7C

SUGGESTION

Form FD 245 (file cover) be revised to:

(A) Include spaces for recording NCIC information; and

(B) Provide spaces for recording classification and file numbers in large numerals in both vertical and horizontal positions

(Copies of revised file cover enclosed)

Files

(A) In reference to NCIC information, the first four lines on the attached form under "NCIC" would be used for entry and/or re-entry of a single subject or entries of multiple subjects, the circled numbers being used as a key to locate serials on which NCIC action is taken, which would be recorded on the fifth (5th)
(Continued on next page)

Current practice or rule (Include manual citation as well as facts)

(A) Manual does not provide rule covering marking of FD 245 with any NCIC information. Office practice is to mark the NCIC number on the
(continued next page)

Advantages of suggestion and annual savings (include basis for estimate)

(A) Without markings on file cover, supervisory, agent and clerical personnel must spend considerable time determining if NCIC entries have been made which require modification, clearing or other action. Revision of file cover to provide space for incorporating NCIC information would preclude supervisory, agent and clerical personnel from spending time reviewing file to initiate and follow through on NCIC action to be undertaken. It would also provide uniformity throughout the field resulting in increased efficiency and the saving of considerable clerical, agent and supervisory time. Revised file cover with appropriate application as suggested would greatly reduce possibility of oversight in regard to required NCIC action. (Continued next page)

Disadvantages of suggestion

Nominal cost of redesigning file cover; however, since it is anticipated NCIC is a relatively permanent facility, it is felt advantages would greatly outweigh same.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be consider[redacted]ion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Mis[redacted]

Signature and Title of Suggester

Communications Operator

Recommendations and comments of Division Head

Suggestion appears to have merit and it is recommended it be favorably considered for adoption.

66-[redacted]-245

Special Agent in Charge

(Do not write in this space - for Bureau use only)

10 ENCLOSURE

3 OCT 18 19

3-Bureau
2-Pittsburgh
(1-67[redacted])
(1-66-2755)

EXP. PROC.

OCT 18 1972

Suggestion - Continued

and sixth (6th) lines under "Enter - Serial Number," i.e. an NCIC Number WO 12345 following circled 1 on the first line under "NCIC Number" would record entry of a subject and/or article. The number of the serial in the file which prompted the NCIC entry would be entered after the 1 on the first line under "Enter - Serial Number."

NCIC modification would be recorded by serial number in the section marked "Modify - Serial Number", again keyed to subject or article involved by circled numerals.

NCIC clear entries would likewise be recorded on the file cover under the section "Cleared - Serial Number," keyed to entry being cleared by circled numeral.

(B) Large numbers in the horizontal and vertical positions indicated on the enclosed speciment copies would greatly facilitate location of files in both pending rotors and closed file storage.

In regard to (A) heretofore mentioned, if revision of file cover is not effected the same result may be obtained by approving a form to be filed as the top serial of any file containing NCIC entries.

Current practice or rule (Continued)

file cover either in handwriting or handprinting or through use of a stamp, various designs and sizes being used by different field offices.

(B) Unable to locate Manual reference, however, current practice is to write file number in one direction only and space provided permits only very small numerals.

Advantages of suggestion (Continued)

(B) Files in both pending and closed files are filed in what is described in a horizontal position with the top or narrow end of the file facing the outer edge of the shelves and/or rotor trays. In searching for pending files they are located by viewing from above the files, making use of the classification and file number placed on the long side of the file. In closed files the files are generally observed from the side and to observe numbers placed only on the long side of the files it is almost necessary to completely remove the file from the shelf, whereas with the

Advantages of suggestion (Continued)

numbers placed along the top of the file the files may be easily identified with only slight movement from their storage position. The use of large numbers would, of course, facilitate searching and locating files, resulting in considerable savings in clerical time. (Above explanation pertains to open shelf filing of closed files. Although some offices do not use open shelf filing, it is believed that the majority of FBI offices use open shelf filing for closed files.)

Annual savings which may be realized through the revision of the file cover as suggested are undetermnable, but would be appreciable in supervisory, agent and clerical time.

- 245 (REV. 4-13-50)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

# FEDERAL BUREAU of INVESTIGATION

Bureau File Number

...30 Nos.

NIC #0

ENTERED-SER #:

MODIFIED-SER #:

CLEARED-SER #:

Volume Number

Serials

SHAW-WALKER 16-12887

SHAW-WALKER 16-12887

62-123567

REC-75 ST-116 62-2319-246

November 10, 1972

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Jackson, Mississippi

Dear [redacted]

Your suggestion has been received concerning a method for use in stripping files. After consideration, it has been decided this proposal should not be adopted since there are many occasions when serials from the closed volumes of pending cases are needed.

I appreciate the interest which prompted you to submit your idea to me.

Sincerely yours,

L. Patrick Gray III

MAILED 5
NOV 10 1972
FBI

L. Patrick Gray, III
Acting Director

2 - Jackson
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:car
(6)

(Suggestion 346-73 dated 10/24/72)

NOTE: Suggests, when a new volume to a file is started, the volume that is sent to the closed section be stripped. At the present time, the complete file is stripped when it has been closed or is referred upon completion to office of origin.

58 NOV 15 1972

F401

(NOTE continued on page 2)

Felt
Baker
Bishop
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☑ TELETYPE UNIT ☐

[redacted]

b6
b7C

NOTE (Continued)

Training Division agrees with comments of ASAC Kelly, Jackson Office. He opposed adoption pointing out there are many times when serials are needed from a closed volume while case is still pending. Proposed procedure would necessitate added expense in Xeroxing additional copies. Training Division believes no volumes of a file should be stripped until the case is closed to prevent unnecessary duplicating of material and the extra work involved. It is recommended idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

346-73

Date: October 24, 1972

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Jackson

b6
b7C

SUGGESTION

When a new volume to a file is started, the volume that is sent to the closed section is to be stripped.

Files

3 EXP PROC #34
10-31-72

Current practice or rule (Include manual citation as well as facts)

The complete file is stripped only when it is closed or referred upon completion to office of origin. Manual of Rules and Regulations, Part II, Section 3, D.

Advantages of suggestion and annual savings (include basis for estimate)

On cases that are pending for several years, will save space in the closed section during this period, also will save time in pulling old volumes to be stripped when case is closed.

FBI
JACKSON
OCT 31 1972

Disadvantages of suggestion

Any serials to be charged out of closed volume will have to be described on charge out.

66-2319-246

ST-116 REC-75

(The use by the United States of my suggestion shall not form the ba[illegible]ers or 1972 assigns upon the United States. I understand that I will be considere[illegible] is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester: Chief Clerk

Recommendations and comments of Division Head: Jackson Division does not recommend the adoption of this suggestion inasmuch as there are many times when serials are needed from a closed volume while the case is still pending. This necessitates added expense of Xeroxing additional copies. It is felt that no volumes of the file should be stripped until the case is closed.

Signature and Title: ASAC

(Do not write in this space - for Bureau use only)

Letter to come in w/ file

FOR THE DIRECTOR

December 8, 1972

PERSONAL

REC- 22 66-2319-247

EX-101

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion concerning an additional measure to be taken by locate clerks seeking files charged to the Correlation Unit. Your proposal has been considered and it has been decided the disadvantages involved would outweigh any benefits anticipated from the procedure you described.

Although your idea was not adopted, I appreciate the interest which led you to submit it to me.

MAILED 11
DEC 8 - 1972
FBI

Sincerely yours,
For the Acting Director

W. MARK FELT

W. Mark Felt
Acting Associate Director

1 - Mr. Marshall
1 - Personnel file of [redacted]
JER:car
(5)

Felt
Baker
Callahan
Cleveland
Conrad
Dalbey
Gebhardt
Jenkins
Marshall
Miller, E.S.
Purvis
Soyars
Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Ms. Herwig
Mrs. Neenan

MAIL ROOM ☐ TELETYPE UNIT ☐

(Suggestion 442-73)

NOTE: Suggests that locate clerks in Filing Section be required to include the number of the search slip shown on Correlation charge-out in addition to the subject when locating files charged to Correlation Unit.

70 DEC 2 1972

Files and Communications Division opposed adoption since it believed suggested step would cause more work than it would save. It noted voluminous search slips on a subject including various breakdowns of the name

(NOTE continued on page 2)

[redacted]

b6
b7C

NOTE (Continued)

necessitate a check be made on all the search slips to find the file number being sought by the locate clerk. Correlation Unit employees are contacted with relative infrequency by locate clerks seeking a file that is being reviewed for preparation of a correlation summary, whereas thousands of charge-outs are made up for files charged to Correlation Unit. The few minutes required of a Correlation Unit employee to locate the file number on the search slip relating to a particular subject would not justify the added time required for all locate clerks to record the search slip number for all files charged to Correlation. Further, the suggested action would be an added burden in training locate clerks. In addition, the file numbers are listed numerically under each breakdown of the name on the Correlation search slip which makes it very simple to locate the desired file number.

Employee Suggestion
FD-252 (Rev. 9-11-59)

442-73

Date
12/5/72

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Files & Communications

b6
b7C

SUGGESTION
That Locate Clerks, when locating files charged to Correlation, be required to include on the locate as a part of the subject, the number (first number only if there are several) which follows the stamped subject on the Correlation charge-out which is in file. (This is the page number of the search slip on the particular subject's summary.)

9 FILES

Current practice or rule (Include manual citation as well as facts)
Only the name of the subject is used on the locate.

Advantages of suggestion and annual savings (include basis for estimate)
Correlation Clerk to whom file is charged could check the page number of the search slip and determine immediately whether she has handled the file, whether it is still on her desk, or whether it might be elsewhere in the Unit (without having to check through all name breakdowns on the search slip).

Disadvantages of suggestion
Continual training of Locate Clerks to observe a rule applying to locates in the Correlation Unit only.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]
Signature and Title of Suggester

clerk GS-7

Recommendations and comments of Division Head
Unfavorable.

(See Comments on Page 2)
OTB:abs
(6)

E. B. T.
RECEIVED

[redacted]
Signature and Title

(Do not write in this space - for Bureau use only)

DEC 66-2319-247
REC-22
101

18 DEC 15 1972

2-yrs/me

Employee Suggestion
Submitted By: [redacted]

b6
b7C

Employee's suggestion that locate clerks in Filing Section be required to include the number of the search slip shown on Correlation charge-outs does not appear to contain sufficient merit to justify adoption. Voluminous search slips on subject including various break-downs of the names necessitate a check be made of all the search slips to find the file number being sought by the locate clerk. The Correlation Unit employees are contacted on a limited basis by locate clerks seeking a file that is being reviewed in preparation of Correlation Summaries, whereas thousands of charge-outs are made up for files charged to Correlation. The few minutes required of a Correlation Unit employee to locate the file number on the search slip relating to a particular person will not justify the added time required for all locate employees to record the search slip number for all files charged to Correlation. Also it would be an added burden upon the training of locate clerks. Also the file numbers are listed numerically under each break-down of the name on the Correlation search slip which makes it very simple to locate the desired file number.

REC 44 EX-109

66-2319-248

February 27, 1973

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Alexandria, Virginia

Dear [redacted]

I have received your suggestion regarding methods for reusing file fronts or that this material be recycled. You may be interested to know that similar proposals have been considered previously and not adopted. These file covers become mutilated through constant use and in most instances they would not be in a satisfactory condition for reuse. In addition, the cost is more when both sides must be printed. With respect to having these fronts recycled, this is not feasible at the present time.

Although favorable action was not taken in this instance, the interest you displayed in submitting your idea to me is indeed appreciated.

MAILED 9
FEB 27 1973
FBI

Sincerely yours,

L. Patrick Gray III

L. Patrick Gray, III
Acting Director

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Purvis
Mr. Soyars
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

2 - Alexandria
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA [redacted]

ML:car
(6) - 6

(Suggestion 645-73 dated 2/22/73)

NOTE: Suggests instituting a program whereby Form FD-245 (File Front) may be reused. This could be accomplished in one of two ways:

(NOTE continued on page 2)

MAIL ROOM [ ] TELETYPE UNIT [ ]

[redacted]

b6
b7C

NOTE (Continued)

(1) Make available preprinted tape to cover appropriate areas, such as Bureau File Number, Classification Number, and Agent's name; or, (2) Print file fronts on both front and back sides. System 1 would make covers reusable until worn out whereas 2 would make each usable two times. If the above is not practical, recycling in support of Administration Ecology Programs should be considered.

The first two proposals have been considered previously and not adopted. It was believed the tape would be hard to work with and would come off or otherwise stick to other files. If second idea were used, there would be additional cost to run these fronts through equipment twice for printing on both sides. Fronts become mutilated through constant use and in most instances they would not be in satisfactory condition for reuse. There would be margin for error should front be placed on file with wrong side up showing incorrect file number. It has been determined that under present means for destroying confidential trash, the end product because of fiber destruction or chemical contaminants is not suitable for recycling. Due to these observations, Administrative Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#645-13

Date 2/22/73

| To: Acting Director, FBI | From: (Suggester's name) SA [redacted] | Division of Assignment ALEXANDRIA |
|---|---|---|

b6
b7C

SUGGESTION

Institute a system whereby Form FD-245 (file jacket front) may be reused. System could be initiated in either of two ways:

1) Make available pre-printed tape to cover appropriate areas, such as Bureau File Number, Classification Number, and Agent's name; or,

2) Print file fronts on both front and back side.

System 1 would make covers reusable until worn out, whereas 2 would make each usable two times.

OF FILES

If the aforementioned prove impractical, recycling in support of Administration Ecology Programs should be considered.

Current practice or rule (Include manual citation as well as facts)

Offices currently discard FD-245 after one use during consolidation projects.

Advantages of suggestion and annual savings (include basis for estimate)

Per the Property Management Section, Purchasing Unit, the Bureau annually purchases and uses 1,200,000 FD-245's at a cost of $26.50 per 1,000. Saving under System 1 not estimable at this time, in that reuse possibilities are not finite number. Savings under System 2, $15,900.00 annually.

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basi[s] [for] any claims me, my heirs or assigns upon the United States. I understand that I will be considered if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss

Special Agent
Signature of Suggester

Recommendations and comments of Division Head

The above appears reasonable and logical and merits consideration for implementation.

Charles W. Brennan
Signature and Title

(Do not write in this space - for Bureau use only)

REC 44 66-2319-240

14 FEB 28 1973

Letter of Suppl. 2/24/73 mc

EX-109

(3) - Bureau
2 - Alexandria (1 - 66-109) (1 - SA [redacted] PERSONNEL FILE)
AFH/pll (5)

(C). HANDLING OF MAIL IN FIELD DIVISIONS -- Field divisions using rotor filing systems are authorized to place initialed serials and exhibits in their respective pending file folders when returned to the Chief Clerk's Office whether the file is in or not. If the file is in, place serials in folder along with ten-inch by ten-inch red card, which will serve as a "flag" for clerical employees to handle initialed serials after uninitialed mail has been processed and routed to investigative personnel. This procedure will eliminate the necessity for the temporary storage of initialed material outside of the respective file folders.



66-2319-
201 FEB 22 1973

51 FEB 27 1973

ORIGINAL FILED IN 66-04-3913

1145479-000 --- 66-HQ-2319 --- Section 4 (935419)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir.
Asst. Dir.:
Admin.
Comp. Syst.
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Cong. Serv.
Corr. & Crm. Research
Press Off.
Telephone Rm.
Director Sec'y

TO : Mr. Jenkins

DATE: 8/31/73

FROM : [redacted]

SUBJECT: FILE REVIEWS
SUGGESTION 106-74 SUBMITTED BY
SA [redacted] PHOENIX OFFICE

b6
b7C

BUREAU FILES

66-2435-1
66-12263-1
66-20995-1

Unrecorded copy filed in

SUGGESTION: That the field-wide procedure for calling files for review by supervisors in investigative cases not requiring special supervisory attention be changed.

Recommends in order to prepare the monthly administrative report submitted by each field office, a determination be made of what investigative cases within each office have not been posted in the last 45 days through the reporting of substantive results of investigation, thus arriving at the number of cases delinquent and rate of delinquency by classification of case. By listing the numbers of the files which are delinquent, each supervisor can be aware of the cases for which he is responsible that appear to need special supervisory attention. By reviewing these files, each supervisor can then take remedial action where necessary to bring these investigative matters to current status or determine the reason for their delinquency in instances where it is unavoidable because of circumstances. If the listing so arrived at for the month is posted to a schedule showing the cases so listed in the prior months, it will be obvious which files, if any, are appearing on the list of delinquency more than once. It would be evident these matters must receive extra supervisory review. This method of review would achieve the first of three purposes of the tickler system currently being used by most supervisors, i.e., the timely handling of investigation.

There are cases requiring special supervisory attention; for instance, applicant-type matters having deadlines. Tickler would be set on matters of this type as they are now set on matters being handled under the administrative tickler system. There are occasions when the supervisor would want to review all cases of a particular Agent on a regular basis and this could be easily accomplished by an administrative tickler directing the clerical employee who maintains the assignment card box to pull all the cases instead of the tickler cards. There are some categories of files which are reviewed for more detailed purposes than the bulk of the matters being handled by a particular supervisor. These would include informant files which have special reporting and administrative controls. It would seem advantageous to maintain a tickler system for files of this type which are limited in number as compared to the bulk of files being handled by any office.

Enclosure
ML:nsb
(2)

EX-112

REC-29 66-2319-249

SEP 10 1973

SEP 10 1973

CONTINUED - OVER

Memorandum [redacted] to Mr. Jenkins

b6
b7C

Re: File Reviews
Suggestion 106-74 Submitted By
SA [redacted] Phoenix Office

The proper compliance with administrative procedures can be readily determined on a regular basis when any particular file is handled by the supervisor when current communications are received or sent since almost without exception the file is presented to the supervisor along with the communication. To be certain a file is reviewed before it is closed, the clerk entering the closing serial into file need only route the file to the supervisor along with the original assignment card which is scheduled for destruction. When the supervisor is satisfied with condition of file, he can destroy assignment card and send file to closed file section. In instances where a case is made "inactive," it can also be declared "unassigned" and the original assignment card then filed as an administrative tickler and pulled on the appropriate date for consideration of making it active and assigned for handling. It seems the category of "inactive-assigned" is unnecessary.

CURRENT PRACTICE: Suggester states when a case is opened and an assignment card prepared, the yellow copy of the three-piece set is filed by date in an index box under control of the supervisor. One tickler card is required for each case. The file for the case is pulled by the Chief Clerk and reviewed by the supervisor on the day for which the tickler card has been set. If the case must be followed on more than one day, the tickler card must be set for the earliest day. Closed and referred-upon-completion files must be pulled on tickler and personally checked by supervisor. The extent of actual review of closed files and referred-upon-completion files is optional, but the supervisor actually must see each file prior to destroying the tickler. Each supervisor must assume full responsibility for the status and existence of each file. Routinely on a daily basis these ticklers are removed from the box and forwarded to the Chief Clerk's Office to have files pulled and delivered to the supervisor who then reviews each file. This insures that the cases are receiving timely attention, that administrative procedures prescribed for handling files are being followed and that before the tickler is destroyed when a case is closed the file has been reviewed to be certain all required investigative and administrative procedures have been completed.

ADVANTAGES: SA [redacted] believes the services of one clerical employee could be eliminated if it were not necessary to pull and replace the large volume of files from the pending and closed file section on a daily basis in an office the size of Phoenix. Supervisory time would also be saved each day. He states the average reduction of the salary of one employee in Grade GS-4 per field office would result in an annual savings of $406,038. Suggester was assigned to the New York Office from 1961 until 1963 and a system as outlined was used having been designed for personal use out of necessity due to the large volume of work and limited amount of time for "pulling" ticklers. The system was totally effective according to the suggester.

Memorandum [redacted] to Mr. Jenkins

b6
b7C

Re: File Reviews
Suggestion 106-74 Submitted By
SA [redacted] Phoenix Office

OBSERVATIONS: Administrative Division advised this proposal did not affect its operations so no recommendation was being made.

Intelligence Division proposed a field survey be made and it deferred to the collective judgment of the field and the Inspection Division.

General and Special Investigative, Inspection and Training Divisions oppose adoption. Though absence of a timely communication which can be posted in a file is an obvious indication of delinquency or deficiency, serious delinquencies, etc., are often found and averted through timely tickler reviews. These reviews remain important in following and assessing the work performance of Agents. Cases requiring special supervisory handling are not always detected at the outset and are often recognized through the responsive eyes of a capable supervisor. With regard to the idea that by reviewing a file at the time a piece of mail is signed out, or when the file is closed or RUC'd, the necessity of calling it on tickler would be unnecessary. It is recognized that to keep files from being in a constant state of motion, many offices only call for the file in special circumstances. In some instances, the file is not immediately available and to wait for the file to review it and sign out mail may cause an undue delay. In reviewing closing mail or RUC mail, in most instances a significant number of serials are charged to the case Agent, including possible exhibits which may have to be returned to a contributor. As is now the case, a final review a few weeks after closing or RUCing a case is more desirable since by that time all serials and exhibits have been returned and all action taken by the case Agent. The proposal that the category of cases "inactive-assigned" is unnecessary is not well founded. Certain cases which do not warrant investigation or immediate reporting but which serve as a repository for voluminous channelized information should be kept "inactive-assigned" in more important cases in order to insure continuity and responsive action when called for.

Chief Clerk's Desk, Training Division noted a study is presently being made regarding the mandatory rule to pull files on closed or RUC ticklers by the Inspection Division which should streamline this procedure and save manpower hours. This subject will also be discussed at the forthcoming schools for Chief Clerks.

RECOMMENDATION: That the suggestion not be adopted and the attached letter be forwarded to the suggester advising him of this fact.

NPC
1 Mo

September 5, 1973

PERSONAL

REC-29 66-2319-250

[redacted]

b6
b7C

Federal Bureau of Investigation
Phoenix, Arizona

Dear [redacted]

Thank you for the suggestion regarding changing our present tickler system which is used in field offices to follow the status of cases. Consideration has been afforded this proposal by the interested divisions at FBI Headquarters and it has been decided our current system should be retained because of various disadvantages involved in the system as described by you.

Although your idea was not adopted in this instance, I appreciated having the benefit of your thoughts on this matter.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 9
SEP 6 1973
FBI

Assoc. Dir.
Asst. Dir.:
Admin.
Comp. Syst.
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Cong. Serv.
Corr. & Crm.
Research
Press Off.
Telephone Rm.
Director Sec'y

2 - Phoenix
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
ML:rsb
(6) (Suggestion 106-74)
NOTE: Based on memorandum [redacted] to Mr. Jenkins, 8/31/73, re: File Reviews, Suggestion 106-74 Submitted By SA [redacted] Phoenix Office, ML:rsb.

MAIL ROOM ☑ TELETYPE UNIT ☐

Employee Suggestion
FD-252 (Rev. 9-11-59)

4 pp.

8 #106-44 8

Date: 8/15/73

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA(A) [redacted] | Phoenix |

b6 b7C

SUGGESTION

I. Revision of the Bureauwide procedure for calling files for review by supervisors in investigative cases not requiring special supervisory attention; also known as "running" or "pulling" ticklers.

III. See attached.

° Bureau Files

Current practice or rule (Include manual citation as well as facts)

II. See attached.

Advantages of suggestion and annual savings (include basis for estimate)

IV. See attached.

V. See attached.

EXP PROC AUG 22 1973

38

Disadvantages of suggestion

There are none known.

(The use by the United States of my suggestion shall not form the bas[redacted]d assigns upon the United States. I understand that I will be considere[redacted] within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted]

Signature and Title of Suggester

Special Agent (Accountant)

Recommendations and comments of Division Head

Current system has been successful for many years. Recommended system has many defects; thus, favorable consideration is not recommended.

FBI

Paul J. Mohr

REC-29 66-2319-250

Paul J. Mohr Signature and Title Special Agent In Charge

(Do not write in this space - for Bureau use only)

Memo Jenkins to Mohr, 8/31/73, MJL:ysb.

Letter to applicant 9/5/73, MJL:ysb.

9/10

1 AUG 22 1973

[redacted]

TPC/sp

III. Instead of present procedures, the following is recommended.

In order to prepare the monthly administrative report submitted by each field office, a determination is made of what investigative cases within each office have not been posted in the last 45 days through the reporting of substantive results of investigation, thus arriving at the number of cases delinquent and rate of delinquency by classification of case. By listing of the numbers of the files which have been determined to be delinquent, each supervisor can be aware of the cases for which he is responsible that appear to need special supervisory attention. By reviewing these files, each supervisor can then take remedial action where necessary to bring these investigative matters to current status or determine the reason for their delinquency in instances where it is unavoidable because of uncontrollable circumstances. If the listing so arrived at for the month is posted to a schedule showing the cases so listed in the prior months, it will be obvious which files, if any, are appearing on the list of delinquency more than once. It would be evident that these matters must receive extra supervisory review. This method of review would achieve the first of the three purposes of the tickler system currently being used by most supervisors, i.e., the timely handling of investigation.

There are, of course, cases requiring special supervisory attention; for instance, applicant-type matters having deadlines. Ticklers would be set on matters of this type as they are now set on matters being handled under the administrative tickler system.

There are occasions when the supervisor would, for instance, want to review all cases of a particular Agent on a regular basis and this can easily be accomplished by an administrative tickler directing the clerical employee who maintains the assignment card box to pull all the cases of that particular Agent based on the assignment cards instead of the tickler cards.

There are some categories of files which are reviewed for more detailed purposes than the bulk of the matters being handled by a particular supervisor. In this category would be informant files which have special reporting and administrative controls. It would seem propitious to maintain a tickler system for files of that type, which are limited in number as compared to the bulk of files being handled in any office.

The proper compliance with administrative procedures can be readily determined on a regular basis when any particular file is handled by the supervisor when current communications are received or sent since almost without exception the file is presented to the supervisor along with the communication. To be certain a file is reviewed before it is closed out, the clerk entering the closing serial into the file need only route the file to the supervisor along with the original assignment card which is scheduled for destruction. When supervisor is satisfied with condition of file he can destroy assignment card and send file to closed file section.

In instances where a case is made "inactive," it can also be declared "unassigned" and the original assignment card then filed as an administrative tickler and pulled on the appropriate date for consideration for being made active and assigned for handling. It seems that the category of "inactive-assigned" is unnecessary.

II. Presently, when a case is opened and an assignment card prepared, the yellow copy of the three piece set is filed by date in an index box under control of the supervisor (Manual of Rules and Regulations, Part 2, Section 3, Page 17), "One tickler card is required for each case. The file for the case is pulled by the chief clerk and reviewed by the supervisor on the day for which the tickler card has been set. If the case must be followed on more than one day, the tickler card must be set for the earliest day. Closed and referred-upon-completion files must be pulled on tickler and personally checked by supervisor. The extent of actual review of closed files and referred-upon-completion files is optional, but the supervisor actually must see each file prior to destroying the tickler. Each supervisor must assume full responsibility for the status and existence of each file."

Routinely on a daily basis these ticklers are removed from the box and forwarded to the chief clerk's office to have files pulled and delivered to a supervisor who then reviews each file.

The purposes of the review of files by the supervisor are to assure that cases are receiving timely attention, that administrative procedures prescribed for handling files are being followed and that before the tickler is

destroyed when a case is closed the file has been reviewed to be certain all required investigative and administrative procedures have been completed.

IV. As an estimate based on observations of the employees who accumulate the files for delivery to the supervisors during the night shift operations, it is expected that the services of one clerical employee could be eliminated if it were not necessary to pull and replace this large volume of files from the pending and closed file sections on a daily basis in an office the size of Phoenix. Depending upon the volume of individual cases on each desk, it is estimated that supervisory time which could be saved could amount to more than an hour per day per supervisor in an office the size of Phoenix.

The average reduction of the salary of one employee in Grade 4 per field office would result in an annual savings of $406,038.00. There does not appear to be any method by which the value of the supervisory time can be determined.

V. The author of this suggestion was a supervisor in the New York Office from the Spring of 1961 until November, 1963. During this time the cases supervised numbered regularly between 800 and 1100. A system was utilized as outlined above, having been designed for personal use out of necessity due to the large volume of work and limit of time for "pulling" ticklers. The system was totally effective and there was never any criticism of the administrative control of cases so supervised during any of the 3 or 4 inspections of that office at that time.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Asst. Dir.: ____
Admin. ____
Comp. Sys. ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal & Eval. ____
Legal Int. ____
Training ____
Legal Coun. ____
Cong. Serv. ____
Corr. & Crm. Research ____
Press Off. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 8/8/73

FROM : P. F. O'Connell

SUBJECT: [redacted]
GS-6, Filing Unit
Files and Communications Division
EOD 8/7/61

[redacted]

STREAMLINING COMMITTEE SUGGESTION
#15-14

[redacted] has suggested through the Streamlining Committee that "Regular" type of requests for files be eliminated. Presently, there are three types of file requests - Special, Next Delivery, and Regular. These categories are used to signify the method of handling, depending upon the urgency of the file requests.

She indicated the advantages would be as follows: (1) Faster service due to less time spent on sorting two types of requests as opposed to the current three categories of requests. (2) Less problems with production records and assignments in pulling files in the sub-units since it would involve two instead of three categories and (3) A savings in employee time and salary based on elimination of pre-stamping serial markers to differentiate between the "Next Delivery" and "Regular" requests.

Inquiry has determined that pre-printed serial markers are ordered in pink and white colors. The pink marker is used to signify "Special" and the white marker is used to specify either "Next Delivery" or "Regular." Differentiation is made between the latter two by pre-stamping either "ND" for "Next Delivery" or "Reg" for "Regular," along with the current date. In order to pre-stamp the white serial marker, it has been necessary to rent a Tickometer machine at a quarterly rental rate of $135.00. Additionally, it requires one GS-3 employee approximately one quarter time to operate the machine to pre-stamp these white serial markers, which, based on the annual salary of a GS-3 costs approximately $1,532 annually.

REC-29 66-2319-251

Since these serial markers are pre-stamped with the date, there occasionally exists a surplus at the end of the day, which are destroyed, thus resulting in some wastefulness.

5 SEP 13 1973

JEB:ncf
(6)

[redacted]

(CONTINUED - OVER)

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE THREE

Memorandum P. F. O'Connell to Mr. Marshall
RE: [redacted] b6 b7C
STREAMLINING COMMITTEE SUGGESTION

The Streamlining Committee is of the unanimous opinion that the suggestion of [redacted] has considerable merit, based on the verified advantages previously listed. In addition, the Bureau would realize an estimated annual savings of $2,072, if the rental of the Tickometer is discontinued and the pre-stamping of white serial markers is eliminated. It was agreed, however, that the serial markers would continue to be date stamped but this would be done on a "need" basis by the respective sub-units, eliminating the wastefulness of destroying pre-stamped markers at the end of each day.

It is noted that discontinuance of "Regular" requests has been considered in the past and was not given favorable consideration since it was felt that there should be a lesser priority, such as "Regular," if the volume of work got extremely heavy necessitating that priorities be established. This is not now considered an overriding factor since the charge-outs for all requested files bear a time stamp and can be pulled in time sequence, should these rare occasions arise. In this regard, only approximately fifteen per cent of all file requests are in the "Regular" category and these can be readily absorbed into the "Next Delivery" category, thus insuring even better service on file requests.

No manual revisions are necessary.

RECOMMENDATIONS:

(1) That employee's suggestion be adopted.

(2) That rental of Tickometer in the Files and Communications Division be discontinued upon termination of current rental period on 8/31/73. If approved, to be handled by Administrative Division.


(CONTINUED - OVER)

OVER

Memorandum P. E. O'Connell to Mr. Marshall
RE: [redacted] b6 b7C
STREAMLINING COMMITTEE SUGGESTION

RECOMMENDATIONS: (Continued).

(3) That this memorandum be referred to the Suggestion Desk, Training Division, for appropriate acknowledgment to employee and if approved, that she be granted an award commensurate with the annual savings that will accrue as a result of this suggestion.

ADDENDUM OF THE TRAINING DIVISION, ML:lsk 8/10/73

Training Division agrees with Files and Communications Division that this is a worthwhile idea which should be approved due to the obvious advantages to be realized from the proposed procedure. Based on 2 hours per day (252 working days a year) of a GS-3 clerk at $2.95 per hour, the savings in employee time would amount to $1,486.80. This amount added to the $540 which will be saved in rental money makes a total annual saving of $2,026.80. Based on this amount, the suggester can be granted an incentive award of $155. This is in line with the current scale for such awards.

RECOMMENDATIONS: (1) That the suggestion be adopted and the suggester be granted an award of $155 to be handled by the Commendation, Supervisory Approval and Special Action Unit, Administrative Division.

(2) On approval, this memorandum with addendum will serve as the authority for the Administrative Division to terminate the rental of the Tickometer in the Files and Communications Division upon termination of current rental period on 8/31/73.

Appropriate letter prepared. [redacted]

Cancelled per amendment of P.D. 19981 effective 9-30-73

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA-GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Callahan

DATE: October 9, 1973

FROM : T. J. Jenkins

SUBJECT: ADMINISTRATION OF FILES
DESTRUCTION OF COPIES OF SERIALS

Existing procedures provide for the destruction of copies of serials when files are closed or referred upon completion to the office of origin (RUC). The Manual of Rules and Regulations also provides for the consolidation of files within six months after closing or RUC.

Certain chief clerks who were in attendance at recent training programs requested that the above two functions be handled within the same time period. These employees advised that in many instances, particularly in those field offices which have an above-average number of resident agencies, serials are properly charged out at the time the file is closed or RUC, and, therefore, copies of serials cannot be destroyed in compliance with present rules. The chief clerks stated this practice is unworkable and it results in a considerable amount of time being spent locating material which is charged out at the time of closing or RUC. These employees believe that if the rule relating to the destruction of copies of serials was changed from the time of closing or RUC to within six months of the change of status, which would be consistent with the consolidation rule, there would be a more efficient operation and a savings in manpower time.

The Training Division can foresee no real disadvantages to the above proposal. In fact, this proposal would be flexible enough to satisfy the intent of these certain offices and yet allow for the immediate destruction of this material in those other offices desiring to do so.

EX-103

REC-41 66-2319-252

RECOMMENDATIONS:

1. That approval be given to the destruction of copies of serials within six months after date of closing or RUC.

ENCLOSURE

Enclosure
1 - Mr. Jacobson
1 - Mr. Marshall
1 - [redacted] detached.
TAK:wss
(5)

OCT 15 1973

(CONTINUED - OVER)

b6
b7C

3 - XEROX
OCT 18 1973

OCT 24 1973

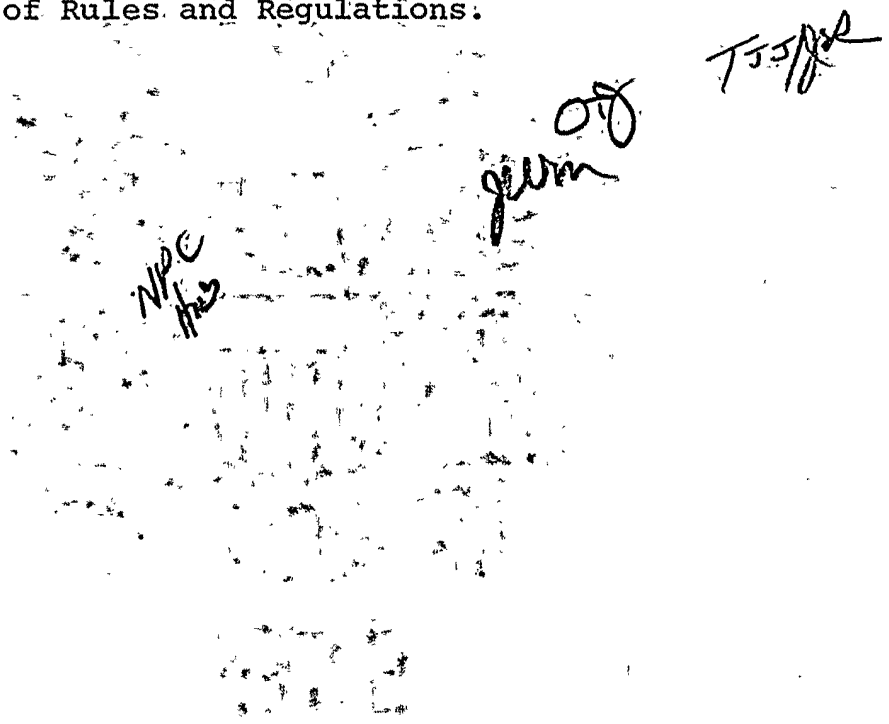
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/82 BY SP4 CW/ste

66-2319-252
66-2319-251

UNRECORDED COPY FILED IN

RECOMMENDATIONS: (Continued)

2. If approved, that the attached revision be incorporated in the Manual of Rules and Regulations.



October 9, 1973

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

Part II, Section 3D6, Item 6a, Page 11c, should be revised to read as follows:

6. Destruction of copies of serials

Copies of serials in all classifications must be destroyed within six months after files have been closed or referred upon completion to the office of origin. Employee destroying copies must note on top serial of the file "file stripped" and place employee's initials and date. The employee will thus certify that up to that point in the file all copies not otherwise accounted for have been destroyed. Serials may be duplicated if needed subsequent to date of destruction. When copies of serials are duplicated, the date and number of copies must be set forth on the original.

TAK:wss
(4)

NOTE: Based on memo Jenkins to Callahan, 10/9/73, re: "Administration of Files, Destruction of Copies of Serials," TAK:wss.

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

2 XEROX
OCT 18 1973

66-2319-252

MAIL ROOM ☑ TELETYPE UNIT ☐ ENCLOSURE

REC-38 66-2319-253

EX-109

November 5, 1973

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion regarding a method for use when a new file is being changed into an existing file. It is a pleasure for me to advise you this proposal is being adopted and steps will be taken to place it into effect.

The interest and initiative you displayed in bringing this matter to my attention are indeed appreciated.

Sincerely yours,

C. M. Kelley

MAILED 9
NOV 5 1973
FBI

Clarence M. Kelley
Director

1 - Mr. Marshall
1 - Personnel file of [redacted]
MJL:rsb
(5) (Suggestion 295-74)
NOTE: Based on memorandum P. F. O'Connell to Mr. Marshall, 10/31/73, re: [redacted] Streamlining Committee Suggestion, JEB:ncf.

On approval, this letter will serve as authority for the Files and Communications Division to place the proposed procedure into effect.

Assoc. Dir.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

57 DEC 21 1973

MAIL ROOM TELETYPE UNIT

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____

TO : Mr. Marshall

DATE: 10/31/73

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]
GS-6, Filing Unit
Files and Communications Division
EOD 6/19/61

Files

[redacted]

STREAMLINING COMMITTEE SUGGESTION
#295-M

Through the Streamlining Committee in the Files and Communications Division, [redacted] has suggested that when Consolidation Unit changes a new file into an existing file that they charge out the new file, even though there are no serials located therein; that the new file front then be used to show into which existing file the change has been effected. She indicated that this would preclude inadvertent filing of the "changed-to" file cover while still leaving an empty file folder in the drawer.

Inquiry by the Streamlining Committee disclosed that when a new file is opened in error, Consolidation Unit usually has the opening serial of the new file for the purpose of consolidation into an existing file. Under present procedure, Consolidation Unit handles the necessary consolidation and sends a "changed-to" file front for substitution for the empty file folder. Since the file folder of the new case has not been charged out, the "changed to" file cover is frequently being filed and the empty jacket is not pulled.

66-2319-253
NOV 6 1973

Based on analysis, the Streamlining Committee is of the unanimous opinion that Consolidation Unit employees should charge out the new file jacket and use the file front for effecting the necessary change and thereafter forward the file front to the Filing Unit. Thereafter, the "changed to" file front can be substituted for the existing charge out in place of the previously retained file jacket. This procedure would preclude dual filings of "changed-to" file cover and file folder upon which consolidation has been handled. Additionally, it would result in some savings of use and preparation of "changed to" file fronts to be substituted for the consolidated file.

JEB:ncf
(6)

Letter of appreciation, 11/5/73, MJL:xsb.

(CONTINUED - OVER)

Memorandum P. E. O'Connell to Mr. Marshall
RE: [redacted] b6 b7C
Streamlining Committee Suggestion

RECOMMENDATIONS:

(1) That employee's suggestion be adopted.

placed in Suggestion Box by J. P. C. Kiser

(2) Refer to Suggestion Desk, Training Division for appropriate acknowledgment to employee.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ___
Asst. Dir. ___
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Legal Coun. ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. Marshall

DATE: 10/11/73

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]
GS-3, Filing Unit
Files and Communications Division
EOD 5/1/73

STREAMLINING COMMITTEE SUGGESTION
249-74

Through the Streamlining Committee in the Files and Communications Division, [redacted] has suggested that file fronts and file backs be retained for reuse when file material has been destroyed after being microfilmed. Regarding file fronts, employee suggested that previously stamped classification and file numbers be blocked out with a fast drying ink or covered with a gummed label prior to their reuse.

Inquiry by the Streamlining Committee has disclosed that new file fronts cost $59 per thousand and that file backs cost $29.30 per thousand. At the present time, the Filing Unit is microfilming several thousand files per week and new cases requiring the use of both a file front and file back are being opened at the approximate rate of 3,000 per week. Based on salvage, there would be sufficient fronts and backs reclaimed to preclude use of new stock.

An analysis of the proposed suggestion discloses that use of ink to block out a prior classification and file number on file fronts results in an unsightly appearance. With regard to gummed labels, there is a strong possibility that they would peel or be torn off when pulling and refiling files, thus resulting in some misfiled files. Additionally, the savings involved would not justify the salary expense and employee time in handling this operation regardless of which method was adopted. However, the Streamlining Committee is unanimous in its opinion that all file backs in good condition be salvaged for future use when opening new case files and handling file repair.

EX-111

FBI 66-2319-254

5 NOV 7 1973

JEB:ncf
(6)

SEE ADDENDUM OF TRAINING DIVISION ON PAGE 3.
(CONTINUED - OVER)

56 NOV 9 1973

Memorandum P. F. O'Connell to Mr. Marshall
RE: [redacted] b6 b7C
Streamlining Committee Suggestion

Based on survey figures, it is estimated that approximately 156,000 new file backs are used by this Division each year. At a cost of $29.30 per thousand, an annual savings of $4,570.80 would result based on reuse of salvaged file backs in lieu of new file backs.

RECOMMENDATIONS:

(1) That employee's suggestion be adopted in part with reference to salvaging file backs only and not with regard to file covers.

(2) Refer to Suggestion Desk, Training Division, for appropriate acknowledgment to employee. If approved, that he be granted an award commensurate with the annual savings that will accrue as a result of this suggestion.

(3) If approved, that Files and Communications Division implement salvage procedures regarding reclaimable file backs.

OVER

ADDENDUM OF TRAINING DIVISION, JER:rsb, 10/17/73:

In view of the favorable comment by Files and Communications Division and the economy to be achieved, Training Division agrees the suggestion, as modified by that division to apply only to the salvage of serviceable file backs should be adopted.

Based on the anticipated first-year saving of $4,570.80, the suggester could be granted an incentive award of $280 which is in line with the accepted scale for such awards.

RECOMMENDATIONS: (1) That the modified suggestion be adopted and the suggester be granted an incentive award of $280 to be handled by the Commendation, Supervisory Approval and Special Action Unit, Administrative Division, in lieu of other acknowledgment.

(2) On approval, this memorandum with addendum will authorize Files and Communications Division to place the modified procedure into effect.

appropriate letter prepared 10-30-73

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 10/23/73

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]
GS-3, Filing Unit
Files and Communications Division
EOD 8/7/73

STREAMLINING COMMITTEE SUGGESTION
#241-44

Employee, through the Streamlining Committee in the Files and Communications Division, has suggested that when pulling a (file) request and the request does not involve a specific serial then the serial marker should be placed below the first serial in the file. He pointed out that in the case of nonserial requests, the serial marker is presently attached to the file front by use of paper clips. Employee felt his suggested procedure would be a time-saving factor.

Inquiry by the Streamlining Committee disclosed that the serial marker is presently used to mark a specific serial involving an individual (reference) other than the subject of the investigation; that a serial marker is attached to the file front in those instances involving a nonserial request, indicating that the requesting employee is interested in the subject matter of the case file.

An analysis of the proposed suggestion indicates that confusion could arise in the variation of current procedures since a serial marker placed within the file will refer the file requester to a specific serial, whereas if the serial marker is affixed to the front cover, the file requester is placed on notice that this is a main file involving his subject. The committee feels that the projected time-saving factor voiced by the employee is a questionable feature since either process is of minimal duration. In view of the foregoing, the Streamlining Committee is opposed to the adoption of employee's suggestion.

ST-104 REC-46 66-2319-256

1 - Personnel file of [redacted]
JEB:ncf
(6)

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE 2.

(CONTINUED - OVER)

3 NOV 6 1973

ENCLOSED COPY FILED IN 66-8-18-69

XEROX
5 NOV 1973

Memorandum P. F. O'Connell to Mr. Marshall
RE: [redacted] b6 b7C
Streamlining Committee Suggestion

Employee has been thanked for his suggestion and has been advised it was not adopted. In view of this, it does not appear necessary to advise him by letter of action taken.

RECOMMENDATION:

Forward to Suggestion Desk, Training Division.

ADDENDUM OF THE TRAINING DIVISION, ML:rsb, 10/24/73:

Due to the foregoing comments of the Files and Communications Division and the action which has been taken regarding this idea, the Training Division is listing it for statistical purposes only.

RECOMMENDATION: That the suggestion not be adopted and that a letter not be forwarded to the suggester regarding this suggestion.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 10/24/73

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]
GS-5, Filing Unit
Files and Communications Division
EOD 7/7/69

STREAMLINING COMMITTEE SUGGESTION
#24514

Employee, through the Streamlining Committee in the Files and Communications Division, has suggested that charged-out serials be transferred, (similar to the present system of transferring files) when sent from the supervisor who initially requested the serial to another supervisor at FBI HQ. Employee advised that implementation of his suggestion would curtail serial locates and would result in a saving of employee time.

Inquiry by the Streamlining Committee disclosed that all files are transferred when transmitted by the requesting supervisor to another supervisor at FBI HQ. However, no record is maintained when charged-out serials are transmitted from one supervisor to another.

The Streamlining Committee has determined that there are relatively few charged-out serials transmitted from one supervisor to another, when compared to file transmittals. File transfers can easily be added to the existing chargeout, whereas notations concerning serial transfers would have to be recorded on the serial removal form within the file. In some instances the file may be charged out and it would have to be placed on locate so that the notation could be made on the serial removal form or else a separate list maintained so the notation could be made following return of the file. It is estimated that more employee time would be consumed in trying to keep serial transfers up to date than would be spent on nontransferred serial locates. Therefore, the Streamlining Committee is unanimously opposed to the adoption of employee's suggestion.

66-2319

[redacted] has been thanked for this suggestion and has been advised it was not adopted. In view of this, it does not appear necessary to advise him by letter of action taken.

JEB:ncf (6)

NOT RECORDED
(CONTINUED - OVER)
2 NOV 6 1973

1 - Personnel file of [redacted]

SEE ADDENDUM OF TRAINING DIVISION ON PAGE 2.

ORIGINAL FILED IN

66-2294-1

5 NOV 15 1973

UNITED STATES GOVERNMENT

Memorandum

Memorandum P. F. O'Connell to Mr. Marshall

b6
b7C

RE: [redacted] Streamlining Committee Suggestion

TO Mr. Marshall

FROM P. F. O'Connell

RECOMMENDATION:

SUBJECT: [redacted] Forward to Suggestion Desk, Training Division.
Files and Communications Division

STREAMLINING COMMITTEE SUGGESTION

ADDENDUM OF TRAINING DIVISION, ML:rsb, 10/29/73:

Files and Communications Division is listing this idea for statistical purposes only. Due to the action taken by the Files and Communications Division, Training Division is listing this idea for statistical purposes only.

RECOMMENDATION: That the suggestion not be adopted and a letter not be prepared to the suggester in this instance.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 10/25/73

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]
GS-3, Filing Unit
Files and Communications Division
EOD 8/7/73

STREAMLINING COMMITTEE SUGGESTION
#280-14

Through the Streamlining Committee in the Files and Communications Division, employee has suggested that the Filing Unit compile a list of those files which have been removed from the regular file sequence, such as microfilmed files, special files maintained in specific offices, and those files maintained in the Special File Room. [redacted] feels that such a list would result in a saving in employee time since an employee could look at the list without physically checking a file cabinet to determine whether a particular file was available.

Inquiry by the Streamlining Committee disclosed that many permanent charge-outs are maintained in the regular file sequence showing where a particular file is presently being retained, such as the Special File Room or other location, noting that the Intelligence Division maintains a number of files within their Division. It was also determined that there is a constant turnover in the files being removed and replaced in the regular file sequence. Therefore, a list of locations compiled one day would be completely obsolete the next day. The constant up-dating of such a list would be an enormous task which would require constant rechecking of the permanent charge-outs to determine whether a particular file has been returned to regular file sequence. It is the opinion of the Streamlining Committee that to prepare and maintain a current listing of files removed or returned to regular file sequence would require more time and manpower than is presently being expended on physically checking a file cabinet for the location of a particular file. Based on the foregoing, the Streamlining Committee is unanimously opposed to the adoption of employee's suggestion.

JEB:ncf
(6)

(CONTINUED - OVER)

1 - Personnel file of [redacted]

ADDENDUM OF TRAINING DIVISION ON PAGE 2.

RECORDED COPY FILED IN
66-2319-257
DEC 46
3 NOV 6 1973
NOV 14 1973

Memorandum P. F. O'Connell to Mr. Marshall
RE: [redacted] b6 b7C
Streamlining Committee Suggestion

Employee has been thanked for his suggestion and has been advised it was not adopted. In view of this, it does not appear necessary to advise him by letter of action taken.

RECOMMENDATION:

Forward to Suggestion Desk, Training Division.

ADDENDUM OF THE TRAINING DIVISION, ML:rsb, 10/29/73.

Due to the disadvantages involved in the proposed procedure as set forth by the Files and Communications Division and the fact that the suggester has been orally thanked for his idea, the Training Division is listing the proposal for statistical purposes only.

RECOMMENDATION: That the suggestion not be adopted and a letter not be prepared to the suggester in this instance.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 10/25/73

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]
GS-5, Filing Unit
Files and Communications Division
EOD 3/2/70

STREAMLINING COMMITTEE SUGGESTION
#2149-44

Through the Streamlining Committee in the Files and Communications Division, employee has suggested that a daily listing be made of all files being returned to the Filing Unit for refiling and that a complete recheck be made of all refiled files to insure none of the returned files have been misfiled. Employee feels that this would be an eventual time saving procedure since it would serve to eliminate misfiles and ultimately reduce file locates.

Analysis by the Streamlining Committee indicates that to implement employee's suggestion would necessitate doubling the work force with regard to refiling files, based on a complete recheck of an employee's work. It is felt that each employee is receiving sufficient training that a complete recheck for misfiles would be a waste of manpower, and that no employee's work should be completely rechecked unless the employee is in training or experiencing problems. In view of the foregoing, the Streamlining Committee is opposed to the adoption of employee's suggestion.

[redacted] has been thanked for his suggestion and has been advised it was not adopted. In view of this, it does not appear necessary to advise him by letter of action taken.

REC-72 66-2319-258

RECOMMENDATION:

EX-112

Forward to Suggestion Desk, Training Division.

1973

3 NOV 7 1973

JEB:ncf
(6)
1 - Personnel file of [redacted]

56 NOV 19 1973

SEE ADDENDUM OF TRAINING DIVISION ON PAGE 2.

UNRECORDED COPY FILED IN

ADDENDUM OF THE TRAINING DIVISION, ML:rsb, 10/29/73:

Due to the observations of the Files and Communications Division and the action taken by it, Training Division is listing this proposal for statistical purposes only.

RECOMMENDATION: That the suggestion not be adopted and a letter not be prepared to the suggester in this instance.

December 19, 1973

PERSONAL

REC-15 66-7319-259

EX-109

[redacted]
Federal Bureau of Investigation
Oklahoma City, Oklahoma

b6
b7C

Dear [redacted]

I have received your suggestion that the abbreviation for each field office be listed on the inside of each file cover. As a matter of interest to you, the same proposal has been considered previously and it was decided the expense involved was unwarranted especially since our existing regulations are adequate in this regard.

The thoughtfulness which prompted you to submit your idea to me is indeed appreciated.

Sincerely yours,

MAILED 4
DEC 19 1973
FBI

C. M. Kelley

Clarence M. Kelley
Director

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file

Manual of Rules and Regulations, Part II, Section 3, page 7a, provides for entering file numbers of auxiliary offices in longhand on the inside of file covers.

1 - Personnel file of SA [redacted]

JER:rsb
(6)

(Suggestion 434-74)

NOTE: Suggests designation of each field office be listed (apparently suggester means preprinted) on inside of each file cover so file numbers of auxiliary offices in a case may be entered thereon.

CONTINUED - OVER

Assoc. Dir.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

[redacted]

b6
b7C

NOTE (Continued)

Same idea considered previously and not adopted. As cited in note to SAC above, preprinting, which would increase cost of file covers, is not warranted since Manual of Rules and Regulations already provides that file numbers of auxiliary offices in a case may be entered in longhand on inside of file covers. This allows case file to show pertinent file numbers in convenient place for ready reference. It is seldom that all offices would have interest in a case hence, if list preprinted, only a relatively small number of the list would be used. For these reasons it is felt no further action is needed on current suggestion.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#434-HQ

Date: 12/10/73

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Oklahoma City

b6
b7C

SUGGESTION

The designation of each Field Division having an investigation be listed on the inside of each file cover as follows: AQ - - -
BA - - -
Etc.

Files

When mail is received from an auxiliary office, the file number of that office can be entered in the blank, making it unnecessary to search the file to find the auxiliary office's file number when their communication is answered or other mail is directed to that office.

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

No estimate can be made for the amount of savings; however, there will be a substantial savings in clerical time. In many instances, Agents do not have access to all serials in file or the file itself, particularly in resident agencies, and it is necessary for the dictating Agent to request the steno or clerk to search the file for the file number of auxiliary offices. In voluminous files, this can be time consuming.

#33

EXP. PROC. DEC 14 1973

Disadvantages of suggestion

None.

EX-109

REC-15 66-2319-259

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award within two years after submission.)

☒ Mr: ☐ Mrs. ☐ Miss [redacted]

/ Signature and Title of Suggester

Recommendations and comments of Division Head

It is felt the suggestion of SA [redacted] has merit and the described listing of the files of other Field Divisions would be readily accessible as set forth above. I recommend adoption.

William R. DeBuck
Special Agent in Charge

(Do not write in this space - for Bureau use only)

6 DEC 14 1973

[redacted]

Letter of appreciation 12-19-73

3 - Bureau
2 - Oklahoma City (1 - 66-2180)(1 - 67[redacted]

A REC-88 66-2319-260

February 19, 1974

PERSONAL

[redacted]

Federal Bureau of Investigation
Oklahoma City, Oklahoma

b6
b7C

Dear [redacted]

Your suggestions have been received regarding a method for reproducing routing slips and a procedure for use when a file has been removed from the closed files section. After evaluation, it has been decided these proposals should not be approved. There should be few occasions when a large number of copies of routing slips should be needed and it is normally less expensive to use carbon paper for this purpose. With respect to the second idea, it is believed our current regulations should be adhered to for proper accountability.

Although favorable action was not taken in this instance, I appreciate the interest you displayed in giving me the benefit of your thoughts on these matters.

Sincerely yours,

MAILED 22
FEB 19 1974
FBI

C. M. Kelley

Clarence M. Kelley
Director

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director's Sec'y

2 - Oklahoma City
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
MJL:rsb
(6) (Suggestions 534-74 and 541-74)

NOTE: Suggestion 534-74 proposes when typing routing slip which will need to be Xeroxed, type a carbon and submit with original to

CONTINUED - OVER

FEB 22 1974

5 FEB 25 1974

MAIL ROOM ☑ TELETYPE UNIT ☐

UNRECORDED COPY FILED IN 66-2319-541-78

[redacted]

b6
b7C

NOTE (Continued)

Xeroxing clerk. Two routing slips laid side by side measure 8 by 2 1/2 inches, the same size as one piece of paper. Only half the number of Xerox copies will be needed.

While there would be no objection to the proposed practice should it be more economical than using carbon paper for this purpose, it is believed such a practice should not be encouraged. Selection of material to be duplicated should receive close and careful attention. It has been determined throughout field that it is cheaper to use carbon in most instances than to make Xerox copies. Training Division recommends this idea not be approved.

Suggestion 541-74 recommends when a file is maintained in a location other than where it belongs, a file folder be placed in closed files showing where the file is now located. Charge outs will be used only when a closed file is removed from the shelf for brief periods.

SAC DeBruler, Oklahoma City, stated this idea has some merit for those searching for files; however, because of the fact that nominal number of administrative files, training files maintained by Police Training work are primarily in the 1 category, and placing of folders in closed files would be difficult to maintain as they could fall under or slip behind closed file, he opposed adoption. Training Division agrees. Our current regulations provide for accountability of pending and closed files when not in their proper filing cabinet by use of Form FD-5 and red 10- by 10-inch card when necessary. In majority of offices, if file is permanently retained in another location outside of the Chief Clerk's Office, cross-reference data is permanently affixed to the red 10- by 10-inch card which is filed in proper sequence within Chief Clerk's Office. The procedure as proposed is so similar to our current system that no change is warranted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

534-74

Date: 1/28/74

b6
b7C

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Oklahoma City

SUGGESTION

When typing a routing slip that will need to be xeroxed, type a carbon and submit with original to xeroxing clerk. Two routing slips laid side by side measure 8 x 10½, the same size as one piece of paper. Only half the number of xerox copies will be needed.

Files

FEB 11 1974

Current practice or rule (Include manual citation as well as facts)

Routing slips are centered when xeroxed.

Advantages of suggestion and annual savings (include basis for estimate)

Only half the paper is needed. Out of one piece of paper you receive two copies.

REC-88 66-2319-2180

21

9 FEB 11 1974

Disadvantages of suggestion

Typist must make a carbon.

(The use by the United States of my suggestion shall not form the basi assigns upon the United States. I understand that I will be considered within two years after submission.)

ed

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has merit and can be implemented without difficulty. Recommend adoption.

FEB 15 8

Wilburn K. DeBruler

WILBURN K. DeBRULER, SAC

(Do not write in this space - for Bureau use only)

Letter of agency 2-19-74

XEROX FEB 22 1974

3 Bureau
2 Oklahoma City (1 - 67 ) (1 - 66-2180)

UNRECORDED COPY FILED IN 66-3665-4718

Employee Suggestion
FD-252 (Rev. 9-11-59)

#5241-44

Date: 2/5/74

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Oklahoma City

b6 b7C

SUGGESTION

When a file is maintained by anyone other than the proper drum, a file folder be placed in closed files showing where that file is maintained.

Chargeouts will be used only when a closed file is removed from the shelf for brief periods.

Files

FEB 11 1974

FBI

Current practice or rule (Include manual citation as well as facts)

A chargeout is put in closed to show a file was made pending. A chargeout is put in consolidated file or a file folder is placed to show files maintained by SAC's Secretary. Nothing is shown for Adm. file

Advantages of suggestion and annual savings (include basis for estimate)

Locate will only have to check closed files and will know immediately where to look next for the file. If a file is not in closed and no folder is there, it is a pending file and will be at the drum. This will become most important when the files will also be maintained by the Police Training Coordinator.

Time will also be saved by the locater not having to thumb through consolidated files for the green chargeout to tell them where to look.

REC-88 66-2319-2181

9 FEB 11 1974

Disadvantages of suggestion

The initial time spent putting folders in closed files.

A folder will take up more space than a chargeout.

[redacted]

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head: This suggestion has merit for those searching for files. However, the nominal number of administrative files, the fact the training files maintained by Police Training work are primarily in the 1 category and the placing of folders in closed files would be difficult to maintain as they could fall under or slip behind closed file, this is not recommended for adoption.

Wilburn K. DeBruler

Signature and Title: WILBURN K. DeBRULER, SAC

(Do not write in this space - for Bureau use only)

5 FEB 25 1974

3 Bureau
2 - Oklahoma City (1 - 67-[redacted]) (1 - 66-2180)

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 4/30/74

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]

GS-3, Filing Unit
Files and Communications Division
EOD 6/4/73

STREAMLINING COMMITTEE SUGGESTION
#745-74

Files

Employee, through the Streamlining Committee, has suggested that the more inactive files of the 100 Classification be scoped into consolidated volumes beginning with 100-10500 and ending with 100-399999. He pointed out that if these files were scoped into consolidated volumes, a considerable number of cabinets could be recovered for other use. It is estimated that out of a total of 591 cabinets, approximately 280 cabinets could be emptied.

It is recognized that this would be a saving in space; however, the files in the 100 Classification are used extensively by the File Review Unit in connection with the Name Check Program. Many of these files are never removed from the cabinets but must be reviewed by individual reviewers. If numerous files were consolidated into one volume, this could cause a pile up of reviewers in one specific area and would increase the number of locates when a file in a volume was charged to an Agent and another request was received from another Agent for another file within that volume. This same suggestion was considered in 1958 and found to be unfavorable at that time for the same approximate reason. With the advent of Files Automated Control System (FACS), it would be almost impossible to account for the whereabouts of files at all times. This matter is currently being considered and at this point, it does not seem possible to incorporate into the FACS system.

Although there are some space recovery advantages, the Streamlining Committee is in the opinion that the disadvantages far outway the advantages. In addition, they felt that after a period of time, the FACS system will identify those files which are completely inactive.

EX-116 REC-1 66-2319-262

JPB:jw;ncf
(6)

CONTINUED - OVER

6 MAY 3 1974

listed rec suggestion for study only due to action taken by me

5 MAY 6 1974

FBI TWO

Memorandum to Mr. Marshall
Re: [redacted]
Streamlining Committee Suggestion

b6
b7C

At the present time, on Archival Approval, files at least 25 years of age of the 100 Classification are being destroyed when they fall within a specific category. In view of these reasons, the Streamlining Committee voted unanimously not to adopt the foregoing suggestion. [redacted] has been thanked for his suggestion and it has been explained to him the reasons this suggestion was not being recommended for approval at this time.

RECOMMENDATIONS:

1. That this suggestion not be adopted.

2. For referral to Suggestion Desk, Training Division, for statistical purposes.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 7/26/74

FROM : P. F. O'Connell

b6
b7C

SUBJECT: [redacted]
GS-3, Filing Unit
Files and Communications Division
EOD: 10/2/73

Files

STREAMLINING COMMITTEE SUGGESTION
#c 44-M5

Employee, through the Streamlining Committee of the Files and Communications Division, has suggested the old pink serial markers (sample attached), rather than be thrown away after use, be saved for making box and run tags (sample attached).

A survey determined that waste stock is being used at the present for such purposes. Box and run tags are used on an average of 15 per day so it is not necessary to accumulate a large supply.

[redacted] suggestion is being orally acknowledged and she will be advised at that time of the present procedure and it will not be necessary to acknowledge suggestion by letter.

RECOMMENDATION:

EX-101

Refer to Suggestion Desk, Training Division, for statistical purposes.

REC-47 66-2319-263

1 - Personnel file of [redacted]

ENCLOSURE

6 AUG 1 1974

Enclosure

JPB:jw
(7)

TWO

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE 2.

57AUG6 1974

ADDENDUM OF THE TRAINING DIVISION, ML:rsb, 7/30/74:

Due to the action taken by the Files and Communications Division in orally acknowledging this idea, the Training Division is listing it for statistical purposes only.

RECOMMENDATION: That the suggestion not be adopted and a letter not be prepared for forwarding to the suggester in this instance.

| |
|---|
| Agent |
| Room |
| Box |
| Run |
| Return Contacts to Unit 6 |

P.F. O'Connell; 7-26-74; JPB:jw
with addendum by Drain Div. ML: not 11/30/74

ENCLOSURE

66-2317-

263

Assistant Attorney General
Office of Legislative Affairs
Attention: [redacted]

June 5, 1974

b6
b7C

Director, FBI

SURVEY OF CURRENT AND PLANNED PROGRAMS, PROJECTS, AND PLANS OF INTEREST TO THE DOMESTIC COUNCIL COMMITTEE ON THE RIGHT OF PRIVACY

FILES

Reference is made to memorandum dated May 14, 1974, from [redacted]

Attached hereto is information requested.

1 ENCLOSURE

Enclosure

1 - Mr. Mintz (sent direct)
1 - Mr. Thompson (sent direct)
1 - Mr. Campbell (sent direct)

PFS:jtw
(9)

1 ENCLOSURE

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAILED 20
JUN 6 1974
FBI

5 JUN 24 1974

MAIL ROOM ☐ TELETYPE UNIT ☐

66-2319

NOT RECORDED
28 JUN 18 1974

ORIGINAL FILED IN 62-116115

# IDENTIFICATION DIVISION

The statutory regulation for the basis of maintaining records in the FBI Identification Division is set forth in Title 28, Section 534 U.S. Code; and Public Law 92-544.

(A) The name of the system;

The FBI Identification Division.

(B) The nature and purpose of the system;

The nature and purpose of the system is to: (1) acquire, collect, classify, and preserve identification, criminal identification, crime, and other records; and (2) exchange these records with, and for the official use of, authorized officials of the Federal Government, the states, cities, and penal and other institutions.

(C) The categories and numbers of individuals on whom records are maintained;

The FBI Identification Division maintains fingerprint records on approximately 60,000,000 individuals. These are broken down as approximately 21,000,000 individuals in the criminal files and approximately 39,000,000 in the civil files.

(D) The policies and practices of the Agency regarding storage, retention, and disposal of records;

Fingerprints received for retention are: Arrest prints submitted by law enforcement agencies, civil prints submitted by agencies of the Federal Government and individuals desiring to have their prints maintained in the civil files for identification purposes. Fingerprint cards are removed from the files upon receipt of death notices, expungings, sealing requests and upon reaching the age at which point no useful purpose would be served by their retention.

(E) The categories of information sources;

Fingerprint cards are forwarded to the FBI Identification Division by Federal, state and local law enforcement agencies when a person is arrested by those agencies.

66-2319-

ENCLOSURE

Fingerprint cards are also submitted by the Armed Forces for enlistees, United States Government agencies for employees, and individuals being cleared for sensitive positions; private citizens, who wish their fingerprints to be on file for personal identification; by the United States Immigration and Naturalization Service for alien registration.

(F) A description of all types of use made of the records including all classes of users;

Fingerprints are used primarily for identification purposes. Arrest records are used in connection with establishing probable cause, bail, sentencing and probation purposes.

(G) The title and address of the individual immediately responsible for the system;

Mr. Fletcher D. Thompson, Assistant Director, FBI Identification Division, Second and D Streets, Southwest, Washington, D.C. 20537.

(H) Rules establishing reasonable times, places, fees to the extent authorized, and procedures to be followed with respect to making records promptly available to an individual otherwise to implement the provisions of Section 552a of Title 5 of the United States Code.

The rules are set forth under Departmental Order 556--73, Sections 16.32--16.33.

16.32 Procedure to obtain an identification record.

The subject of an identification record may obtain a copy thereof by submitting a written request via the United States mails directly to the FBI, Identification Division, Washington, D.C. 20537, or may present his written request in person during regular business hours to the FBI Identification Division, Second and D Streets, Southwest, Washington, D.C. Such request must be accompanied by satisfactory proof of identity, which shall consist of name, date and place of birth and a set of rolled-inked fingerprint impressions taken upon fingerprint cards or forms commonly utilized for applicant or law enforcement purposes by law enforcement agencies.

16.33 Fee for provision of identification record.

Each written request for production of an identification record must be accompanied by a fee of five dollars ($5.00) in the form of a certified check or money order, payable to the Treasurer of the United States. This fee is established pursuant to the provisions of 31 U.S.C. 483a and is based upon the clerical time beyond the first quarter hour to be spent in searching, identifying and reproducing each identification record requested, at the rate of $1.25 per quarter hour, as specified in 16.9. Any request for waiver of fee shall accompany the original request for the identification record and shall include a claim and proof of indigency. Consideration will be given to waiving the fee in such cases.

## COMPUTER SYSTEMS DIVISION

The National Crime Information Center (NCIC) system contains two files which relate to identifiable individuals, the Wanted Person File and the Computerized Criminal History (CCH) File. The statutory basis for these files is contained in Title 28, U.S. Code, Section 534.

(A) The name of the system;

National Crime Information Center (NCIC)

(B) The nature and purpose of the system;

NCIC is a computerized information system established as a service to all law enforcement agencies, local, state, and Federal agencies. The system operates by means of computers, data transmission over communication lines, and terminal devices. Its objective is to improve the effectiveness of the criminal justice system through the more efficient handling and exchange of documented criminal justice information.

(C) The categories and numbers of individuals on whom records are maintained;

The Wanted Person File, as of May 1, 1974, contained 141,300 records related to wanted persons.

The Computerized Criminal History (CCH) File contains data concerning 453,226 individuals.

(D) The policies and practices of the Agency regarding storage, retention, and disposal of records;

The NCIC computer is the custodian of information entered by the

criminal justice community, local, state, and Federal. Wanted Persons records are retained in the system until removed, due to apprehension or dismissal of process, by the agency which entered the record. Computerized Criminal History records are retained until the individual reaches the age of 80, dies, or record removed based on court order or Federal or state statute.

(E) The categories of information sources;

Sources of Wanted Person entries are the law enforcement agencies, local, state or Federal, which hold the warrant for the particular wanted person. CCH entries are made by a designated state agency or, in the case of Federal offenders, by the FBI.

(F) A description of all types of use made of the records including all classes of users;

The Wanted Person File is utilized by all law enforcement as a means by which they are able to determine within seconds if an individual is wanted for a crime. It is used as an investigative tool in arrest situations, traffic stops, or other situations wherein a law enforcement officer may have reason to believe a person may be wanted.

The CCH File furnishes an immediate response to a police officer concerning a person's prior criminal record which may contain information important to the safety of the arresting officer as well as the person arrested. The CCH information assists the magistrate or other official who has the responsibility for arraigning and setting bond.

(G) The title and address of the individual immediately responsible for the system;

Wason G. Campbell, Assistant Director, Computer Systems Division, Federal Bureau of Investigation, Washington, D.C. 20535.

(H) Rules establishing reasonable times, places, fees to the extent authorized, and procedures to be followed with respect to making records promptly available to an individual otherwise to implement the provisions of Section 552a of Title 5, of the United States Code;

Wanted Person Files are investigatory files for law enforcement. Since the inception of the CCH Program in 1971, NCIC has included in its policy the right of a person to see and challenge the contents of his CCH record.

The present policy is set forth as follows:

If an individual has a criminal record supported by fingerprints and that record has been entered in the NCIC CCH File, it is available to that individual for review, upon presentation of appropriate identification, and in accordance with applicable state and Federal administrative and statutory regulations.

Appropriate identification includes being fingerprinted for the purpose of insuring that he is the individual that he purports to be. The record on file will then be verified as his through comparison of fingerprints.

Procedure:

1. All requests for review must be made by the subject of his record through a law enforcement agency which has access to the NCIC CCH File. That agency within statutory or regulatory limits can require additional identification to assist in securing a positive identification.

2. If the cooperating law enforcement agency can make an identification with fingerprints previously taken which are on file locally and if the FBI Identification Number of the individual's record is available to that agency, it can make an on-line inquiry of NCIC to obtain his record on-line or, if it does not have suitable equipment to obtain an on-line response, obtain the record from Washington, D.C., by mail. The individual will then be afforded the opportunity to see that record.

3. Should the cooperating law enforcement agency not have the individual's fingerprints on file locally, it is necessary for that agency to relate his prints to an existing record by having his identification prints compared with those already on file in the FBI or, possibly, in the State's central identification agency.

4. The subject of the requested record shall request the appropriate arresting agency, court, or correctional agency to initiate action necessary to correct any stated inaccuracy in his record or provide the information needed to make the record complete.

## FILES AND COMMUNICATIONS DIVISION

Records are maintained in accordance with provisions of the Federal Records Act of 1950.

(A) The name of the system;

Records Section.

(B) The nature and purpose of the system;

Often referred to as the "memory" of the FBI, the Records Section is charged with maintaining the investigative, applicant and administrative files and records of the FBI. This Section stores all the results of FBI investigations and keeps a central index system which enables FBI personnel to locate data in these extensive files in a matter of minutes. All information on a given investigation is channeled into one case file. To facilitate control of the file and accommodate multiple subjects, a numbering system is used to indicate the general classification and nature of violation, the individual case file in each classification, and serialization of individual pieces of mail in each file.

(C) The categories and numbers of individuals on whom records are maintained;

This information is not available.

(D) The policies and practices of the Agency regarding storage, retention, and disposal of records;

Contents of FBI files are necessarily confidential and the integrity of these files is of paramount importance. All files are maintained in secure space within FBI Buildings with access restricted to authorized FBI personnel only. Disposal of records is handled in accordance with provisions of Title 44, Chapter 33, U.S. Code.

(E) The categories of information sources;

Results of our investigative efforts and information furnished by other Government agencies, law enforcement agencies and the public.

(F) A description of all types of use made of the records including all classes of users;

The records maintained by this Section are for use of the FBI in support of its mission to investigate crimes within our primary jurisdiction. In addition, information from these files is disseminated to other Government and law enforcement agencies with a need and a right-to-know in those instances where an official reason exists for such dissemination.

(G) The title and address of the individual immediately responsible for the system;

Mr. Paul F. O'Connell, Jr., Chief, Records Section, Files and Communications Division, Federal Bureau of Investigation, Washington, D.C. 20535.

(H) Rules establishing reasonable times, places, fees to the extent authorized, and procedures to be followed with respect to making records promptly available to an individual otherwise to implement the provisions of Section 552a of Title 5 of the U.S. Code.

The records maintained by the Records Section of the FBI are made available to individuals in accordance with the provisions of the Freedom of Information Act as provided by Department of Justice Orders Number 502-73 and Number 528-73.

Assistant Attorney General
Office of Legislative Affairs
Attention: Mr. Peter Straub
Director, FBI 66-2319-

May 31, 1974

1 - Mr. Campbell
1 - Mr. Gebhardt
1 - Mr. Marshall
1 - Mr. McDermott
Atten: Mr. Bowers
1 - Mr. Thompson
1 - Mr. Wannall
1 - Mr. Mintz

DOMESTIC COUNCIL COMMITTEE DRAFT
BILL ON RIGHT OF PRIVACY

Reference is made to a form memorandum, captioned as above, dated May 22, 1974, requesting our comments on a draft bill as an Administration alternative to H. R. 12206 and related bills.

Systems of records being maintained by the FBI can be divided into the following categories: manual retrieval files; FBI Identification records; and the National Crime Information Center system. At the end of the 1973 fiscal year, the FBI had in its possession 6,483,000 files, 151,000 of these being new files pertaining to Bureau investigations during fiscal year 1973. Index cards on all types of subject matter referring to these files in our central index system numbered over 57,540,000. Consequently, the individuals who are the subjects of these files number somewhere between the six million and 57 million figure.

The FBI Identification Division maintains fingerprint records on approximately 21 million individuals in the criminal files and approximately 39 million in the civil files. The National Crime Information Center system contains two files which relate to identifiable individuals, the Wanted Persons File and the Computerized Criminal History File. The Wanted Persons File, as of May 1, 1974, contained records relating to 141,300 wanted individuals. The Computerized Criminal History File contains data concerning 453,226 individuals. It should be pointed out that individuals currently are allowed access to their Identification record and Computerized Criminal History File to correct any inaccuracies.

JUN 3 1974
FBI

More detailed data concerning the above systems of records is being compiled in response to a memorandum captioned, "Survey of Current and Planned Programs, Projects, and Plans of Interest to the Domestic Council Committee on the Right of Privacy," dated May 14, 1974, and will be forwarded to you separately. Because of such unknown factors as the number of files which would be covered by this legislation, and the

RD:law (10)

5 JUN 26 1974

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

number of individuals who might make inquiry, we regret to inform you that we have found it impossible to estimate the cost to implement the provisions of this bill.

Our comments concerning the alternative draft to H. R. 12206 must be prefaced with the observation that the FBI cannot function as an effective law enforcement body under the Koch bill. We assume the exclusory language of the draft bill reflects the Office of Management and Budget is in agreement with this statement. For example, under H. R. 12206, if a police agency were checking a suspect in our Computerized Criminal History File, the FBI would be compelled to notify the suspect he was the subject of a police inquiry.

Given the above, it is our opinion exemptions (b)(1) through (b)(7) of the draft bill are inadequate to insure that at some future time our files will not be covered by this legislation. The crucial exemption in the draft bill is (b)(5), "Investigatory files compiled for law enforcement purposes except to the extent available by law to a party other than an agency," utilizing the (b)(7) exemption of the Freedom of Information Act. Although this would appear to protect our investigatory files, Congress is currently considering altering this language in S. 2543. Should the (b)(7) exemption of the Freedom of Information Act be diluted in some manner, in all likelihood the language in the proposed legislation would be altered in a similar way, possibly allowing an individual to inspect his investigatory record.

In this context, it should be pointed out the FBI, with the concurrence of the Department of Justice, has taken the position that the (b)(7) exemption of the Freedom of Information Act applies to our Applicant investigations. This view has recently been affirmed in a decision by District Court Judge Gerhart A. Gesell. We feel the separate exemption, (b)(6), for Applicant investigations in the draft would undercut our efforts to withhold Applicant investigations from disclosure by implying there is a distinction between an investigation conducted for law enforcement purposes and an investigation conducted to qualify an individual for employment with the Federal Government.

Further, the language of these two exemptions, (b)(5) and (b)(6), does not protect FBI files of a noninvestigatory nature which are compiled in connection with our contacts with

various individuals, such as Congressmen. Congressman Edward I. Koch recently sued this Bureau for his FBI file. In accordance with the Supreme Court interpretation of the (b)(5) exemption of the Freedom of Information Act, he was afforded access to internal memoranda of a factual content only. The FBI does not have an investigatory file on Congressman Koch. Judge Gesell in his decision withheld the vast majority of the memoranda in our file under the (b)(5) exemption because they concerned policy matters. The draft bill does exempt records, "(2) the disclosure of which is otherwise prohibited by law or required by statute to be kept confidential;" (b)(2). However, it would appear Congressman Koch would have been granted access to policy memoranda in his file under this exemption because, in fact, disclosure was not prohibited by law nor required by statute to be kept confidential. These policy memoranda are merely exempt from disclosure.

In addition, it is noted that the exemptions of the Administration proposal would probably not cover our Computerized Criminal History File which is, in essence, only a computerized arrest record, and our Identification records. Therefore, these files are covered by the various provisions of the draft bill, under which we would be required to publish specific details about these systems in order to disseminate information without having to notify the subject of the inquiry (a)(1), (3)(C).

In summary, this legislation would not protect our correspondence files, would require us to publish extensive details concerning our National Crime Information Center system and Identification records and exemptions would be very susceptible to dilution in the future. Consequently, we strongly urge that the FBI be given a specific exemption similar to that afforded to the Central Intelligence Agency. It is our view this is the only acceptable approach in order for us to continue as an effective law enforcement agency.

Enclosures (2) (Legislative Referral Memorandum and bill H. R. 12206 Returned per request)
1 - Office of Legislative Affairs
Attention: [redacted] b6 b7C

NOTE: See Legal Counsel to Mr. Miller memorandum dated 5-29-74 captioned, "Domestic Council Committee Draft Bill on Right of Privacy." Supreme Court decision mentioned above is Environmental Protection Agency v. Mink, 410 U.S. 73 (1973).

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO :Mr. Miller

DATE: 5-29-74

FROM :Legal Counsel

SUBJECT: DOMESTIC COUNCIL COMMITTEE DRAFT BILL ON RIGHT OF PRIVACY

OFILES

The Office of Criminal Justice, Department of Justice, by form memorandum dated 5-22-74, has requested for the Office of Management and Budget our comments on an Administration alternative to H. R. 12206. Departmental attorney [redacted] Office of Criminal Justice, advised on 5-28-74 that the deadline had been extended by the Office of Legislative Affairs to close of business 6-3-74.

b6
b7C

The original proposed legislation offered by Congressman Edward I. Koch would allow an individual to inspect his file for inaccuracies, make corrections and be notified upon dissemination of information in our files to other agencies. The only exemptions are investigatory files where prosecution is still viable and those files which are classified.

The draft bill offered by Office of Management and Budget includes exemptions for investigatory files compiled for law enforcement purposes, investigatory files compiled in connection with background checks for Federal employment and files maintained by the Central Intelligence Agency. Under this draft bill, we would be required to publish extensive details concerning our National Crime Information Center and Identification records in order to disseminate those records to another agency without notifying the subject of those records. Also, we would probably have to disclose internal memoranda in our correspondence-type files, similar to those that Judge Gesell decided against giving up to Congressmen Koch, Rosenthal and Bingham.

It is our view we should press for a specific exemption for the FBI similar to that which the Central Intelligence Agency has been able to obtain. We feel to offer

JUN 10 1974

Enclosure sent 6/3/74
1 - Mr. Campbell - Enclosures (3)
1 - Mr. Gebhardt - Enclosures (3)
1 - Mr. Marshall - Enclosures (3)
1 - Mr. McDermott - Enclosures (3)
Attention: Mr. Bowers
1 - Mr. Thompson - Enclosures (3)
1 - Mr. Wannall - Enclosures (3)
1 - Mr. Mintz
RD:law (9)

66-2319-

4 ENCLOSURE

NOT RECORDED
19 JUN 19 1974

CONTINUED - OVER

ORIGINAL FILED IN

amended language as to those exemptions utilized in the draft bill would undercut our argument for a specific exemption. Should this proposal be rejected by the Office of Management and Budget, we can still attempt to obtain favorable language through Congressional Services Office contacts with the House Subcommittee on Foreign Operations and Government Information.

The attached memorandum was informally coordinated with [redacted] Files and Communications Division, [redacted] Computer Systems Division, and [redacted] Identification Division. b6 b7C

RECOMMENDATIONS:

1. That the Congressional Services Office continue to closely follow the H. R. 12206.

2. That the attached memorandum be forwarded to the Office of Legislative Affairs.

Form BJ-96b
(Rev. 12-4-69)

# DEPARTMENT OF JUSTICE

- ☐ ATTORNEY GENERAL
  - ☐ EXECUTIVE ASSISTANT
  - ☐ OFFICE OF PUBLIC INFORMATION
- ☐ DEPUTY ATTORNEY GENERAL
  - ☐ EXECUTIVE OFFICE—U.S. ATTORNEYS
  - ☐ EXECUTIVE OFFICE—U. S. MARSHALS
- ☐ SOLICITOR GENERAL
- ☐ ADMINISTRATIVE DIVISION
  - ☐ LIBRARY
- ☐ ANTITRUST DIVISION
- ☐ CIVIL DIVISION
- ☐ CIVIL RIGHTS DIVISION
- ☐ COMMUNITY RELATIONS SERVICE
- ☐ CRIMINAL DIVISION
- ☐ INTERNAL SECURITY DIVISION
- ☐ LAND AND NATURAL RESOURCES DIVISION
- ☐ TAX DIVISION
- ☐ LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
- ☐ OFFICE OF LEGAL COUNSEL
- ☐ BUREAU OF PRISONS
- ☐ FEDERAL PRISON INDUSTRIES, INC.
- ☒ FEDERAL BUREAU OF INVESTIGATION
- ☐ IMMIGRATION AND NATURALIZATION SERVICE
- ☐ PARDON ATTORNEY
- ☐ PAROLE BOARD
- ☐ BOARD OF IMMIGRATION APPEALS
- ☐ BUREAU OF NARCOTICS AND DANGEROUS DRUGS
- ☐ ATTENTION: _____

REMARKS:

Attn: Mr. Bowers
Room 1732

| | |
|---|---|
| Assoc. Dir. | |
| Dep. AD Adm. | |
| Dep. AD Inv. | |
| Asst. Dir.: | |
| Admin. | |
| Comp. Syst. | |
| Ext. Affairs | |
| Files & Com. | |
| Gen. Inv. | |
| Ident. | |
| Inspection | |
| Intell. | |
| Laboratory | |
| Plan. & Eval. | |
| Spec. Inv. | |
| Training | |
| Legal Coun. | |
| Telephone Rm. | |
| Director Sec'y | |

- ☐ SIGNATURE
- ☐ APPROVAL
- ☐ RECOMMENDATION
- ☐ COMMENT
- ☐ NECESSARY ACTION
- ☐ YOUR INFORMATION
- ☐ NOTE AND RETURN
- ☐ SEE ME
- ☐ PER CONVERSATION
- ☐ AS REQUESTED
- ☐ NOTE AND FILE
- ☐ CALL ME
- ☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____
- ☐ PREPARE REPLY FOR THE SIGNATURE OF _____

TO: FROM: W.R.S. EVANS - ROOM 7609

DATE: 5-22

OFFICE OF LEGISLATIVE AFFAIRS
Legislative and Legal Section

DATE: MAY 22, 1974

Deliver to:

OFFICE CRIMINAL JUSTICE ATT: [ ]

b6
b7C

4

Subject:

Domestic Council Committee draft bill on Right of Privacy

1161-1

Referred to:

REPORTING UNIT:

OCJ

(COB MAY 28)

ADVISORY UNITS:

DEA
CRIMINAL
FBI
I&NS
BUR. PRISONS

62

ORIGINAL FILED IN

Reporting Unit please prepare report addressed to:

[X] BUDGET [ ] H. JUD. [ ] S. JUD. [ ] H.I. & F.C.

[ ] S. COMM. [ ]

Adviory Unit please prepare memorandum to:

[X] Reporting Unit, copy to [ ] Room 1139, Main Justice Bldg.

FILES

[ ] Attn. [ ] Room 1139, Main Justice Bldg.

Advisory Units please respond in time to permit Reporting Unit to comply with deadline of:

[ ] 30 days [ ] 15 days [ ] other

EST. JUN 10 1974

Department File No:

[X] Return Attachments

Miscellaneous Information:

[ ] Ext [ ]

66-2319-

4 ENCLOSURE

NOT RECORDED
49 JUN 19 1974

DOJ-1974-01

Formerly G-7

FORM U.S. 1
12-73

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

PERSONAL

May 20, 1974

LEGISLATIVE REFERRAL MEMORANDUM

To: Legislative Liaison Officer

(See attached list)

Subject: Draft alternative language to H.R. 12206

The attached draft bill reflects the comments of various agencies and the staff of the Domestic Council Committee on the Right of Privacy.

As a result of the many constructive suggestions received, this draft differs to some degree from earlier versions which have been circulated. We would appreciate your agency's views to help us perfect this language. The resultant draft bill will be transmitted to the House Subcommittee on Foreign Operations and Government Information as an Administration alternative for use by the Subcommittee in its mark up of H.R. 12206 and related bills.

Your response should include:

- Your views and comments. Where changes are proposed, specific amendatory language is needed. To the extent that any additional exemptions are proposed, a detailed statement of the adverse implications of subjecting such records to the provisions of this bill should be provided.

- A listing of the systems of records maintained by your agency which contain individually identifiable personal data including for each, the title, brief, purpose, the number and types of individuals covered (e.g., patients in PHS hospitals, all wage earners, etc.) and whether or not, in your opinion, the system would be subject to the provisions of this bill, and

- Estimates of the cost to implement each of the provisions of the bill.

66-2319 —

ENCLOSURE

need your comments by no later than c.o.b. May 28, 1974.
you have any questions please call William V. Skidmore
[redacted] or [redacted] on [redacted]

b6
b7C

William V. Skidmore for
Assistant Director for
Legislative Reference

nclosures

c:
[redacted]

r. Skidmore
[redacted]

A BILL

To amend title 5, United States Code, to provide that persons be apprised of records concerning them which are maintained by Federal agencies.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That (a) title 5, United States Code, is amended by adding at the end of section 551 thereof the following paragraphs:

"(14) "Administrative records" means records containing individually identifiable data which may be used to make determinations to affect an individual;

"(15) "Records" means a collection or grouping of data preserved for future reference or use;

"(16) "System of records" means any organized file or grouping of records maintained by an agency whether or not stored in a computer; and

"(17) "Statistical reporting or research purposes" means uses of records for aggregate analytic or evaluative ends and specifically excludes any uses of individual data for the purposes of making any determination intended to affect an individual except as provided in 13 U.S.C. 8."

(b) Title 5, United States Code, is amended by adding immediately after section 552 thereof the following new section:

"552a Records about individuals.

"(a) Each agency that maintains a system of records about identifiable individuals from which information could be

66-2319-

ENCLOSURE

retrieved by reference to or by indexing under such individual's name, or some identifying number or symbol, shall with respect to such systems of records--

"(1) publish, at least annually in the Federal Register, a notice of the existence and character of all such systems of records. The notices shall include but need not be limited to:

"(A) the name of the system;

"(B) the nature and purposes of the system;

"(C) the categories and numbers of individuals on whom records are maintained;

"(D) the categories of information maintained;

"(E) the policies and practices of the agency regarding storage, retention, and disposal of such records;

"(F) a description of the purposes for which all or any part of the information contained in such records may be used or disclosed including the categories of users for each such purpose;

"(G) the title and address of the individual immediately responsible for the system; and.

"(H) for those systems of records not exempted in subsection b, below, rules establishing reasonable times, places, fees to the extent authorized, identification requirements and other procedures with respect to making specifically designated records promptly available to the individual to whom they pertain, including any special

provisions governing access to medical records in cases where the agency determines that their disclosure could be injurious to such individual, and otherwise to implement the provisions of this section;

"(2) maintain procedures for collecting information about individuals by which individuals are informed of the purposes for which the information about themselves furnished by them will be used or disclosed consistent with the purposes in the public notice published pursuant to subsection (a)(1)(F), above, and the effects, if any, of not providing all or any of the requested information;

"(3) refrain from disclosing any records, or any information contained therein, to any other agency or to any person not employed by the agency maintaining the record, except--

"(A) pursuant to a request by or with the consent of the individual to whom the information in the record pertains, or

"(B) for a use that is expressly required by law, or

"(C) for a use clearly within the stated purposes of the system as described in the general notice about the system published in accordance with subsection (a)(1), above, provided that such purpose shall have been contained in a notice published at least ninety days prior to such use, or

"(D) for a use consistent with the purposes described to the individual pursuant to subsection (2), or

"(E) upon good cause for such disclosure and when not otherwise prohibited by law, with notification of the individual to whom the record pertains at his last known address, or

"(F) when otherwise permitted by law and disclosed to another agency and the head of such agency states in writing the particular information desired, the law enforcement purpose in connection with which the information is sought and the official need therefor, or

"(G) where the agency determines that the recipient has provided adequate assurance that such records, or any information contained therein, will be used only for statistical reporting or research purposes;

"(4) maintain an accurate record of the date, nature of disclosure and the name and address of any person or agency outside the agency maintaining the record to whom any information contained in such records is disclosed, the purpose for which such disclosure was made, and the basis for such disclosure under subsection (a)(3) above;

"(5) establish and maintain procedures to ensure that there will be no disclosure of any record or any

information contained therein within the agency other than to individuals who have a need to know in the performance of their duties for the agency;

"(6) maintain information in any record with such accuracy, completeness, timeliness, and pertinence as is necessary to permit accurate and fair determinations relating to the individual to whom such record pertains which may be made by the agency on the basis of such information;

"(7) permit an individual to inspect any information pertaining to him specifically requested by him and to have copies made of all or any portion thereof at his expense, which in no event shall be greater than the cost to the agency of making such copies;

"(8) permit an individual to supplement the information contained in any record pertaining to him by the addition of any information of reasonable length which such individual and the agency agree is pertinent to his record;

"(9) correct or remove erroneous or irrelevant information about an individual in any record and notify all agencies and persons to whom such erroneous or irrelevant information had been disclosed within the preceding two years of its correction or removal;

"(10) establish rules and procedures for reviewing and making determination on disputes as to the accuracy, pertinence or completeness of records and otherwise to implement to provisions of this section;

"(11) inform the individual to whom the record pertains if it has determined not to correct or augment his record in conformance with his request, the reason therefor and of the procedures established by the agency for appealing that determination; and

"(12) permit the individual to whom the record pertains to file a statement setting forth the nature of the dispute, and in any subsequent report containing the information in questions, clearly note that it is disputed by the individual, and provide copies of such statements upon request of persons to whom the disputed information has been disclosed, if the head of the agency or his designee and the individual to whom the record pertains cannot agree as to the accuracy, pertinence or completeness of the record.

"(b) The provisions of subsections (a) (1) (H) and (a) (2) through (12) of this section shall not apply to systems of records or information contained therein.

"(1) to the extent that the head of that agency determines that the release of the information in such systems would seriously damage national defense or foreign policy;

"(2) the disclosure of which is otherwise prohibited by law or required by statute to be kept confidential;

"(3) maintained by the Central Intelligence Agency;

"(4) maintained in connection with providing protective services to the President and others:

"(5) that are investigatory files compiled for law enforcement purposes except to the extent available by law to a party other than an agency;

"(6) that are investigatory files compiled for the purpose of determining initial or continuing eligibility or qualification for Federal employment, military service or access to classified information; or

"(7) authorized by law to be collected, maintained, and used only for statistical reporting or research purposes or information derived from administrative records but maintained apart therefrom and used only for statistical reporting or research purposes or for purposes of 13 U.S.C. 8 whether located in the Federal Government departments and agencies, or the intergovernmental cooperative agency with which they have legal arrangements to furnish statistical services.

"(c) The provisions of subsections (a) (1) through (12) shall not apply to any system of records maintained by a Federal agency to the extent that the head of such agency determines that the disclosure of the existence of such system of records would seriously damage national defense or foreign policy.

"(d) The President shall report to Congress before June 30th of each year on an agency-by-agency basis the number of

records and the number of files which were exempted from the application of this section by reason of the provisions of subsections (b) or (c) during the immediately preceding calendar year.

"(e) Any person who knowingly and willfully violates the provisions of this section, or permits such a violation, shall upon conviction of subject to a fine of not more than $1,000."

(c) The table of sections of Chapter 5 of title 5, United States Code, is amended by inserting:

"552a. Records about individuals."

immediately below:

"552 Public information; agency rules; opinions, order, records and proceedings."

SEC. 2. The amendments made by the Act shall become effective on the one hundred eightieth day following the date of enactment of this Act.

93D CONGRESS
2D SESSION

# H. R. 12206

IN THE HOUSE OF REPRESENTATIVES

JANUARY 22, 1974

Mr. KOCH introduced the following bill; which was referred to the Committee on Government Operations

# A BILL

To amend title 5, United States Code, to provide that persons be apprised of records concerning them which are maintained by Government agencies.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That (a) title 5, United States Code, is amended by adding immediately after section 552 thereof the following new section:

"§ 552a. Individual records

"(a) Each agency that maintains records, including computer records, concerning any person which may be retrieved by reference to, or are indexed under such person's name, or some other similar identifying number or



62-2519
ENCLOSURE

original returned to Dept

symbol, and which contain any information obtained from any source other than such person shall, with respect to such records—

"(1) refrain from disclosing the record or any information contained therein to any other agency or to any person not employed by the agency maintaining such record, except—

"(A) with notification of the person concerned or, in the event such person, if an individual, cannot be located or communicated with after reasonable effort, with notification of members of the individual's immediate family or guardian, or, only in the event that such individual, members of the individual's immediate family, and guardian cannot be located or communicated with after reasonable effort, upon good cause for such disclosure, or

"(B) that if disclosure of such record is required under section 552 of this chapter or by any other provision of law, the person concerned shall be notified by mail at his last known address of any such required disclosure;

"(2) refrain from disclosing the record or any information contained therein to individuals within that formation contained therein to individuals within that agency other than those individuals who need to ex-

amine such record or information for the execution of their jobs;

"(3) maintain an accurate record of the names and addresses of all persons to whom any information contained in such records is divulged and the purposes for which such divulgence was made;

"(4) permit any person to inspect his own record and have copies thereof made at his expense, which in no event shall be greater than the cost to the agency of making such copies;

"(5) permit any person to supplement the information contained in his record by the addition of any document or writing of reasonable length containing information such person deems pertinent to his record; and

"(6) remove erroneous information of any kind, and notify all agencies and persons to whom the erroneous material has been previously transferred of its removal.

"(b) This section shall not apply to records that are—

"(1) specifically required by Executive order to be kept secret in the interest of the national defense and foreign policy;

"(2) investigatory files compiled for law enforcement purposes, except to the extent that such records have been maintained for a longer period than reason-

ably necessary to commence prosecution or other action or to the extent available by law to a party other than an agency.

"(c) The President shall report to Congress before January 30 of each year on an agency-by-agency basis the number of records and the number of investigatory files which were exempted from the application of this section by reason of clauses (1) and (2) of subsection (d) during the immediately preceding calendar year.

"(d) This section shall not be held or considered to permit the disclosure of the identity of any person who has furnished information contained in any record subject to this section.

"(e) Each agency that maintains records subject to the provisions of this section shall publish rules establishing reasonable times, places, fees to the extent authorized, and procedures to be followed with respect to making records promptly available to an individual and otherwise to implement the provisions of section 552a of title 5 of the United States Code.

"(f) Any employee of the United States who under the color of agency authority knowingly and willfully violates a provision of this section, or permits such a violation, shall be fined $1,000.

"(g) Nothing in this section shall be construed to permit transfer or similar distribution of any information deemed confidential by other statutes.".

(b) The table of sections of chapter 5 of title 5, United States Code, is amended by inserting:

"552a. Individual records."

immediately below:

"552. Public information; agency rules; opinions, orders, records, and proceedings.".

SEC. 2. The amendments made by this Act shall become effective on the ninetieth day following the date of enactment of this Act.

93RD CONGRESS
LEGISLATIVE & LEGAL SECTION

93D CONGRESS
2D SESSION

# H. R. 12206

## A BILL

To amend title 5, United States Code, to provide that persons be apprised of records concerning them which are maintained by Government agencies.

By Mr. KOCH

JANUARY 22, 1974

Referred to the Committee on Government Operations

DISCLOSURE
Privacy Act
96-23-15

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 8/30/74

FROM : P. F. O'Connell

SUBJECT: [redacted]

b6
b7C

GS-7, Correlation Unit
Files and Communications Division
EOD: 10/15/42

STREAMLINING COMMITTEE SUGGESTION
#122-15

Employee, through the Streamlining Committee of the Files and Communications Division, has suggested that when a number of files in a consecutive order have been changed to other file numbers, a card listing all of the "changed to's" be placed in the cabinet rather than the current practice of using a separate card for each "changed to" (sample attached).

This suggestion was considered and a survey was made to determine the frequency with which this occurs. It was found that very few instances occur where more than one "changed to" fall in consecutive order. Supervisors involved with the filing and handling of "changed to's" were of the opinion that in the case of files, each file should be accounted for with a separate "changed to" card.

Streamlining Committee, therefore, recommended that the current practice of one file for each "changed to" card be continued. Miss Crawford will be thanked personally and it is not believed a letter of acknowledgment will be necessary.

RECOMMENDATION:

EX-102
REC-18 66-2319-267

For referral to the Suggestion Desk, Training Division, for statistical purposes only.

14 SEP 13 1974

1-ENCLOSURE

Enclosure
1 - Personnel file of [redacted]
JPB:jw

51 SEP(6) 24 1974

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE TWO

ADDENDUM OF THE TRAINING DIVISION, ML:cmb, 9/6/74:

Due to the observations set forth in the foregoing memorandum and the action which will be taken by the Files and Communications Division, the Training Division will list this idea for statistical purposes only.

RECOMMENDATIONS: (1) That the suggestion not be adopted and a letter not be prepared for forwarding to the suggester in this instance.

(2) On approval, this memorandum with addendum will serve as authority for the Files and Communications Division to orally thank [redacted] for her interest in making this suggestion.

b6
b7C

Employee advised of above JRB 9/11/74

Changed to

100-36657 - 97326-3X

100-36658 - 100-7260-

100-36659 - 65-21285

100-36660 - 65-29087-12X

-SAMPLE-

ENCLOSURE 66-23194-6

July 31, 1974

PERSONAL

~~66-3286~~
66-2319 -

[redacted]

b6
b7C

Federal Bureau of Investigation
Jackson, Mississippi

Dear [redacted]

The suggestion submitted by you has been received regarding the disposition of all files in all classifications after five years. You may be interested to know the matter is currently under active consideration and studies are being conducted by FBI Headquarters.

Although prior action was being taken in this instance, I appreciate having the benefit of your thoughts on this subject.

MAILED 6
JUL 31 1974
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

2 - Jackson
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
MLL:rsb
(6) (Suggestion 48-75)

NOTE: Suggests auxiliary offices destroy all files in all classifications after 5 years; retain on file front office of origin; and retain index cards 20 years and destroy as encountered.

AUG 7 1974

MAIL ROOM [ ] TELETYPE UNIT [ ]

CONTINUED - OVER

ORIGINAL FILED IN 66-32486-1155

[redacted] b6 b7C

NOTE (Continued)

By memorandum P. F. O'Connell to Mr. Marshall dated 6/6/74 captioned "Destruction of Field Files and Records," our current policy regarding the destruction of field files was set out and it was noted we have Archival authority for destruction of vast majority of various administrative and noninvestigative file material. Retention periods previously approved; however, vary from "when purpose served" to three years; therefore, Archival approval had to be secured for a shorter retention period. When we desire to change the period of retention, we must determine whether new retention period is compatible with authority previously granted. This is a tremendous administrative problem. All pertinent information in a field administrative or noninvestigative file is duplicated at FBIHQ and FBIHQ files are considered to contain record copies. It was pointed out that acquisition of this broad authority would greatly simplify field administration of retention of administrative and noninvestigative files. It was approved that Archival authority be obtained for disposition of all administrative and noninvestigative files in field when they have served their purpose. In addition, a trial is currently underway in four California offices to determine the feasibility of destruction of all files in auxiliary offices after they are referred upon completion. Due to the foregoing observations, Training Division recommends no further action regarding the current proposal.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#48-115

Date: July 26, 1974

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Jackson |

b6
b7C

SUGGESTION

Auxiliary offices destroy all files in all classifications after 5 years. Retain on file front office of origin. Retain index cards 20 years and destroy as encountered.

EXP

EXP PTC
39 JUL 29 1974
40

Current practice or rule (Include manual citation as well as facts)

Manual Rules and Regulations Part 2, Section 3D. Auxiliary offices may destroy files in certain classifications after 5 years.

Advantages of suggestion and annual savings (Include basis for estimate)

This suggestion would save space in closed file section. It would add uniformity to the file destruction program.

Destruction of Bureau Files

Disadvantages of suggestion

If a file was needed after it had been destroyed, the office of origin would have to furnish pertinent serials.

66-2319-

NOT RECORDED

ORIGINAL FILED IN 66-32486-1155

(The use by the United States of my suggestion shall not form the bas[redacted]eirs, or assigns upon the United States. I understand that I will be considere[redacted] is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted]

Signature and Title of Suggester: Chief Clerk

Recommendations and comments of Division Head

There may be some exceptions to a general rule but overall it appears to be a good idea.

Jay K. Moore
SAC

Signature and Title

(Do not write in this space - for Bureau use only)

[redacted]

TWO

REC-73 66-2319-265

January 9, 1975

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Indianapolis, Indiana

Dear [redacted]

I have received your suggestion that file fronts be used on both sides. It may interest you to know the same proposal has been considered numerous times in the past and not approved. It was decided the cost for printing would be increased and these fronts become mutilated through constant use so that in most instances they would not be in satisfactory condition for reuse.

While favorable action was not taken in this instance, the thoughtfulness you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

MAILED 7
JAN 9 1975
FBI

C. M. Kelley
Clarence M. Kelley
Director

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

2 - Indianapolis
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]
ML:cmb
(6)

(Suggestion 406-75)

NOTE: Suggests Bureau use file fronts a second time for the same purpose. To accomplish this action, it would only be necessary to print the general information on both sides of the file front. When file is consolidated, the file front could be turned over and used again.

JAN 15 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

CONTINUED - OVER

GPO 954-546

b6
b7C

NOTE (Continued)

Same idea has been considered several times in past and not adopted. There would be additional cost to run these fronts through equipment twice for printing on both sides. Fronts become mutilated through constant use and in most instances they would not be in satisfactory condition for reuse. There would be margin for error should front be placed on file with wrong side up showing incorrect file number. Due to these views, Training Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#406-45

Date: December 31, 1974

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] Voucher clerk | INDIANAPOLIS |

b6
b7C

SUGGESTION

I suggest that the Bureau use FORM FD-245's (File Fronts) a second time for the same purpose. To do so it would only be necessary to print the general information on both sides of the file fronts. When the file is consolidated (approximately 1 year) the file front could be turned over and used again.

app

O Files

Current practice or rule (Include manual citation as well as facts)

The FD-245 is used once and then thrown away.

Advantages of suggestion and annual savings (Include basis for estimate)

The cost of file fronts would be cut in half. Printing cost would remain the same.

EX-PROC
30 JAN 2 1975

Disadvantages of suggestion

The pertinent information on the FD-245 from the first use would need to be blotted out for the FD-245 to be used again.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Voucher Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit and is recommended favorably.

Signature and Title

(Do not write in this space - for Bureau use only)

Letter of Approval 1-9-75 MLimb

EX-103

REC-73

66-2319-2605

15 JAN 13 1975

TWO

3-Bureau (1-67-12810)
2-Indianapolis (1-66-2565)

The Attorney General

March 11, 1975

Director, FBI

1 - Mr. Adams = Enc.
1 - Mr. O'Connell - Enc.
1 - Mr. Farrington - Enc.
1 - Mr. Mintz

RECORDS ON HAND AT FBI DURING FISCAL YEARS 1967 - 1969

Mr. James A. Wilderotter, Associate Deputy Attorney General, has advised this Bureau that in a conversation between you and Congressman Robert F. Drinan on March 6, 1975, Congressman Drinan indicated that in 1968 he saw published figures indicating that the FBI had 6.5 million files at that time. Therefore, how could the FBI have the same number in 1975 as it had in 1968?

During our recent appearance before the House Subcommittee on Civil Rights and Constitutional Rights, information was furnished that the FBI currently has 6.5 million files on hand. A review of published FBI Annual Reports for fiscal years 1967 - 1969 revealed that the number of files maintained by this Bureau were reported as follows:

| At End of Fiscal Year | Number of Files |
|---|---|
| 1967 | 5,425,000 |
| 1968 | 5,617,000 |
| 1969 | 6,088,000 |

Since our computations are determined on fiscal year basis, we are furnishing figures for the fiscal years before and after fiscal year 1968. As can be seen from the above figures, we did not have 6.5 million files in 1968, and therefore, I am unable to determine where Congressman Drinan arrived at that figure.

1 - The Deputy Attorney General

MAILED 2
MAR 13 1975
FBI

NOTE: Above figures based on P. F. O'Connell to Mr. McDermott memorandum of 3-10-75, captioned, "Records Section-Volume of Files at FBIHQ." It was noted on this memorandum that the External Affairs Division is currently assisting a writer of the "Wall Street Journal" in the preparation of an article on this Bureau. This writer has advised the Bureau that a [redacted] another writer for the "Wall Street Journal," had written articles on the Bureau on 10-10-68 and 10-15-68 in which articles statements were made that the Bureau had 6.5 million files. These articles could not be located in Bufiles. b6 b7C

JCF:law (7)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

MAR 31 1975

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McDermott

DATE: 3-10-75

FROM : P. F. O'Connell

Files

SUBJECT: RECORDS SECTION - VOLUME OF FILES AT FBIHQ

By routing slip to Mr. Farrington, Mr. Mintz noted, "....Drinan told the A. G. on 3/6 that in 1968 he saw published figure the FBI had 6 1/2 million files. How could this number be the same in 1975?"

Review of published FBI Annual Reports for Fiscal Years 1967-1969 maintained in Crime Research Section, External Affairs Division, reveals number of files was reported as follows:

| At End of Fiscal Year | Number of Files |
|---|---|
| 1967 | 5,425,000 |
| 1968 | 5,617,000 |
| 1969 | 6,088,000 |

SA [redacted] External Affairs Division, is presently assisting [redacted] Wall Street Journal, in preparation of article on Bureau. [redacted] informed him [redacted] a reporter for Wall Street Journal had written articles on Bureau on 10-10-68 and 10-15-68 and that articles contained statement FBI had 6 1/2 million files. These articles cannot be located in Bufiles. Bufiles reveal on 3-6-68, [redacted] visited Bureau stating he was contemplating preparing couple of columns on FBI. In response to this request, he was furnished copy of Annual Report and a number of recent Bureau reprints. (94-3-4-1512-63) Memo C. D. DeLoach to Mr. Tolson, 7-26-68, sets forth information that [redacted] had interviewed former SA [redacted] Internal Revenue Service, regarding FBI. From questions asked [redacted] it appeared any articles on FBI to be done by [redacted] would be critical. Mr. Hoover noted, [redacted] is a rat." (94-3-4-1512-66) On 10-1-68, former Assistant Director T. E. Bishop, External Affairs Division, stated [redacted] came to his office unannounced, advising he was writing a two-part story for his paper (Wall Street Journal). Mr. Bishop's memo sets forth observations that articles would be uncomplimentary to Bureau. (94-3-4-1512-64)

b6
b7C

UNRECORDED COPY FILED IN

REC-18 94-3-4-1512-66

PFO:bpr
(4)

21 MAR 14 1975

MAR 31 1975

RECORDS

CONTINUED - OVER

Memo O'Connell to McDermott
Re: Records Section - Volume of Files at FBIHQ

As an observation, it is noted that at end of Fiscal Year 1968, we had 5,617,000 files and that possibility exists first two digits could have been transposed by anyone reading them.

RECOMMENDATION:

For information.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : MR. CALLAHAN

DATE: 3/7/75

FROM : J. B. ADAMS

SUBJECT: FBI FILES

Associate Deputy Attorney General Wilderotter called last night to advise that during a breakfast with members of the House Judiciary Committee, Congressman Drinan advised the Attorney General that he recalled seeing a statement as far back as 1968 to the effect that the FBI had six and one-half million files and, therefore, it was inconceivable to him that the number being given out today by the FBI remains the same. The Attorney General is desirous of any information we can shed on this.

Mr. Wilderotter also advised that an investigator for the Rockefeller Commission, who is inquiring into allegations that CIA may have been responsible for assassinations, contacted Wilderotter to gain access to the raw FBI files documenting our letterhead memorandum recently sent over on the aspects of the Kennedy assassination. Mr. Wilderotter advised the investigator that the Department does not desire to make such raw data available and the investigator indicated he was primarily interested in the Laboratory technique utilized in determining that certain photographs taken in Dallas, Texas, were not those of E. Howard Hunt and Frank Sturgis. I advised Mr. Wilderotter that we would prepare a supplemental letterhead memorandum explaining how this conclusion was reached.

Mr. Mintz was advised of these two requests and is having appropriate communications prepared by the Divisions involved.

ACTION:

None. Information only.

JBA:ams
(7)
1 - Mr. Jenkins
1 - Mr. Gebhardt
1 - Mr. McDermott
1 - Mr. Mintz
1 - Mr. White

REC-11 66-2319-267

EX-110

6 MAR 27 1975

APR 2 1975

APR 04 1975

LEGAL COUNSEL

WEN. CTL

62-109060-1

ENCLOSURE

May 7, 1975

PERSONAL

EX-110

REC-56 66-9319-268

b6
b7C

Federal Bureau of Investigation
San Antonio, Texas

Dear

I have received your suggestion that file fronts be printed on both sides. It may interest you to know the same proposal has been considered numerous times in the past and not approved. It was decided the cost for printing would be increased and these fronts become mutilated through constant use so that in most instances they would not be in satisfactory condition for reuse.

While favorable action was not taken in this instance, the thoughtfulness you displayed in submitting your idea to me is indeed appreciated.

Sincerely yours,

C. M. Kelley

MAILED 7
MAY 7 1975
FBI

Clarence M. Kelley
Director

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director's Sec'y

2 - San Antonio
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of

MAIL ROOM TELETYPE UNIT

MML:dkd
(6) (Suggestion 649-75)
NOTE: Suggests file fronts be printed on both sides.

649

Same idea has been considered several times in past and not adopted. There would be additional cost to run these fronts through equipment twice for printing on both sides. Fronts become mutilated through

(NOTE cont. page 2)

MAY 12 1975

GPO 954-546

[redacted]

b6
b7C

NOTE: (Continued)

constant use and in most instances they would not be in satisfactory condition for reuse. There would be margin for error should front be placed on file with wrong side up showing incorrect file number. Due to these views, Training Division recommends current idea not be approved.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#649-75

Date: April 28, 1975

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: San Antonio

b6
b7C

SUGGESTION

My suggestion is that form fd-245 (file front), be printed on both sides.

0 Files

EXP. PROC. MAY 1 1975

Current practice or rule (Include manual citation as well as facts)

This form is presently used on the one printed side, and when consolidated, is discarded.

Exp.

Advantages of suggestion and annual savings (Include basis for estimate)

In consolidating files, the current practice, per the Manuel of Rules and Regulations, part 2, Section 3, 11b, states; "files in all classifications must be consolidated within six months after closed or referred upon completion to office of origin." When this is done, it leaves a file top and bottom from each individual case, of which the bottom may be reused and the top is then discarded. Most of the time, the file top is still in excellent condition and could easily be reused. Being able to use two sides would of course cut the need and cost in half, and would also save time and money in shipping and in trash disposal.

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [illegible] suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head: This appears to be an excellent suggestion with a sizeable potential for saving money. It is recommended it be considered for adoption.

EXEC

Clark D. Anderson
SAC
Signature and Title

(Do not write in this space - for Bureau use only)

Ret appreciation
ML:dk
5/7/75

REC-56

66-2319-2688

22 MAY 1 1975

[redacted]

TWO

April 11, 1975

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

0 Files

The following should be incorporated as a separate paragraph in the Manual of Rules and Regulations, Part II, Section 3, Page 15d, following E.1.d.:

> In considering the above it should be borne in mind when a file is opened designating a particular individual as the subject of that file that the Bureau be in the position to justify the establishment and later the maintenance of that file on the grounds that there is sufficient jurisdiction for the Bureau to investigate that matter as a separate activity. This is also applicable to the use of subfiles, meaning that if such a file is opened it must meet this test.

HNB:njw
(4)

NOTE: Based on memorandum 3/20/75 Bassett to Callahan captioned "Case Load; Philadelphia Division; Inspection Matter" as well as SAC Memorandum 16-75 dated 4/9/75.

66-2319-

NOT RECORDED
9 APR 16 1975

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

JBA
PLM

20 JUN 2 1975

MAIL ROOM TELETYPE UNIT

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McDermott

DATE: 9/19/75

FROM : W. L. Bailey

SUBJECT: SUGGESTION #86-76
SUBMITTED BY [redacted]
GENERAL INVESTIGATIVE DIVISION

Comments of Files and Communications Division (FCD) have been requested concerning [redacted] suggestion that a tag or stamp be used to facilitate availability and use of files by other Bureau personnel when they are charged out to and being held by Freedom of Information Act (FOIA) Section employees because of an FOIA request. Proposed stamp or tag would read as follows:

> Information in this file is needed in an FOIA request.
> Please return this file to _____ in Room _____.
> By _____ (date). Subject _____.

The first question is where would such a stamp or tag be placed. The answer is to place it on the pink forwarding slip Form 4-7 (copy attached), which is used to forward a file from the person presently holding the file to the next employee who needs the file. There may be several requests pending for the same file resulting in the names of several persons (and other information) being listed on the forwarding slip, often requiring two or three slips for some files in great demand. Also, there are often several employees in FOIA Section who have references appearing in the same general file in connection with different FOIA requests at the same time, which could create confusion as to which employee will need the file first even though all their names are on the forwarding slip. However, the locate clerk would indicate on the stamp or tag for the file to be returned to the FOIA Section employee it was borrowed from, which may or may not be the highest priority FOIA request. Use of proposed stamp or tag would cut down on the available space to be used since two or three lines of the six lines on the Form 4-7 would be needed for the stamp or tag even if the information proposed to be on the stamp or tag is shortened

Enclosures - sent 9/22/75 mrr (dated 9/22/75)

1 - Training Division

1 - ENCLOSURE

WLWB:jdb

(5)

84 JAN 12 1978

CONTINUED-OVER

SEE ADDENDUM OF THE TRAINING DIVISION ON PAGE THREE

Memo Bailey to McDermott 3-5-76
WLB:jdb

b6
b7C

EX-119

RECEIVED 5 OCT 1 1975

Letter opened ML slip 3/17/76

Memorandum W. L. Bailey to Mr. McDermott
Re: SUGGESTION #86-76

because of space limitations as follows:

FILE NEEDED FOR FOIA REQUEST:
RETURN TO:_____RM._____
SUBJECT:_____

Considerable thought has been given to this suggestion and it was discussed with the locate clerks who would have to use the stamp or tags. A stamp is definitely not feasible because it would be highly impractical for a locate clerk to carry a stamp and stamp pad around. If the 4-7 Forms were stamped or printed in advance, the locate clerk would have to carry both a supply of 4-7 Forms with and without this notice which they felt would be objectionable. Also, this would not overcome the need to put this notice on a Form 4-7 already on the file listing other names of people who are to receive the file after the FOIA Section employee. In such a case, it would probably be necessary to execute a routing slip with this information on it and attach it to the file. This would be an additional step for the locate clerk as instructions call for a serial marker Form 4-49 to be executed and attached to the file (marking the serial reference or outside the file if a main file request) which is to be delivered by the locate clerk if the file can be released by the person who has it when it is found by the locate clerk.

Attached are samples of two types of pressure sensitive labels that could be used on Form 4-7 to possibly accomodate the basic information suggester had in mind. The blue label comes in flat folded 8" x 12" sheets of 24 labels each and the white label with the red border comes in rolls of 250 each. Computer Systems Division could print these quickly and the locate clerks could carry a supply (preferably the flat sheets of labels) around with them for use when needed. The locate clerks are not enthusiastic about using these labels but it is recommended that this procedure be used for a trial period of 60 days.

RECOMMENDATION:

For referral to Suggestions Desk, Training Division, for appropriate acknowledgement.

OVER

Memorandum W. L. Bailey to Mr. McDermott
Re: SUGGESTION # 88-76

ADDENDUM OF THE TRAINING DIVISION, ML:slp 9/24/75.

Due to the foregoing request of the Files and Communications Division, Training Division has no objection to the trial period recommended. It does appear that this system would be complicated and might not prove beneficial in handling this procedure; however, during the trial period it is believed that a better system may become apparent. There is no doubt many problems exist with respect to handling these file requests.

RECOMMENDATIONS: (1) That the suggestion be acknowledged by the attached letter and the suggester advised that a 60-day trial period is being initiated regarding this procedure.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to take the action necessary to implement the trial period.

(3) Upon completion of this survey, the Suggestion Desk, Training Division, should be advised of the final decision so that final action may be taken with respect to the suggester. Done. WB

Labels received and 60-day trial period began 9/29/75. WB

As of 11/28/75 Further experience desired - extend trial 90-days (2/27/76). WB

WMJ 2N

TJJ 12

See Memorandum 3/5/76 W. L. Bailey to Mr. McDermott WB:smg

4-7 (Rev. 4-27-71)

# FORWARD THIS FILE TO SUPERVISOR IN ORDER LISTED

b6
b7C

PLEASE TRANSFER, CALL EXT. ____

| SUPERVISOR | ROOM | SUBJECT | SERIAL | DATE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FILE NEEDED FOR FOIA REQUEST:
RETURN TO: _____ RM. _____
SUBJECT:

4-7 (Rev. 4-27-71)

FORWARD THIS FILE TO SUPERVISOR IN ORDER LISTED

PLEASE TRANSFER, CALL EXT. ____

| SUPERVISOR | ROOM | SUBJECT | SERIAL | DATE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FILE NEEDED FOR FOIA REQUEST:
RETURN TO: _____ RM. _____
SUBJECT: _____

Enclosure to memorandum W. L. Bailey to Mr. McDermott dated 9/19/75
LWB:jdb

ENCLOSURE 66-2319-269

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# *Memorandum*

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McDermott

DATE: 7-16-75

FROM : [redacted]

b6
b7C

SUBJECT: MAINTENANCE OF FILES AT FBI HEADQUARTERS

The purpose of this memorandum is to recommend formalization of policy concerning maintenance of files at FBIHQ, including those kept in the Special File Room and in the offices of various FBIHQ officials.

The vast majority of the 6,500,000 files maintained at FBIHQ do not present any special maintenance problems, and this memorandum is not suggesting or recommending any changes in procedure with respect to those files; however, there are certain files which do require special handling and it is this small group of files which will be considered here.

The Special File Room is located in Room 5847, JEH Building, access to this room is limited, and at the present time, approximately 8,700 files are maintained in the Special File Room. These files can be broken down into three general classifications; namely, special files, Bureau Source files, and "June" files. The special files contain information of an extremely confidential or delicate nature such as data concerning highly sensitive criminal or security sources, information concerning individuals who because of their positions or because of its nature to which access should be limited, and some of the more offensive obscene material collected in connection with FBI investigations. Bureau Source files concern highly sensitive security information. "June" files pertain to matters involving technical surveillance. Bureau Source files and "June" files are, by established policy, maintained in the Special File Room. Good judgment and common sense are the criteria for designating other files which are to be maintained in the Special File Room.

One other category of files, other than those kept in the Special File Room, receive special handling. That category is those files which are kept in Intelligence Division space, General Investigative Division space, Special Investigative Division space, in an Assistant Director's office, or the Associate Director's office. Total files in the category number approximately 380.

1 - Mr. Callahan (sent direct)
1 - Mr. Jenkins (sent direct)
1 - Mr. Adams (sent direct)
1 - Assistant Directors (sent direct)
HRH:jtw:bpr
(10)

84 JAN 4 1978

66-2319-
NOT RECORDED
170 JAN 4 1978

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 4-29-81 BY SP2 AUTM

ORIGINAL FILED IN

CONTINUED - OVER

Memorandum [redacted] to Mr. McDermott
Re: Maintenance of Files at FBI Headquarters

b6
b7C

In the past, the Assistant Director of the division having supervisory cognizance of a particular matter has had the responsibility of determining what files should be kept in the Special File Room or maintained in one of the investigative division's space or in another official's office. With complete perimeter building security, telelift transmission of files from one division to another in sealed containers, and considering that Files and Communications Division's space is manned 24-hours a day, 7 days a week, any special maintenance practices for files should be restricted to those instances where the file requires extraordinary security that the Special File Room does not afford, or, during a "special" where there is virtually an almost constant need for immediate access to all volumes of a file, but never as a matter of mere convenience or preference.

Memoranda must be prepared by the appropriate official when special maintenance of any file is desired and approved by the Deputy Associate Director (Administration). This procedure should be adhered to in every instance and procedure formalized into policy.

Files and Communications Division does not propose any changes in indexing procedures with respect to any files kept in the Special File Room, in an investigativ division's space, or in the office of officials at FBIHQ. Files which are maintained in the Special File Room, in an investigative division's space, or in the office of an official at FBIHQ are not "flagged" in the general indices. The indices will merely identify a file number. An employee who is looking for a file which is designated for maintenance somewhere other than in our regular filing space will determine this information upon going to the file cabinet where the particular file would normally be stored. The fact that particular file is maintained elsewhere is noted on a card which serves, in effect, as a chargeout and indicates where the file is kept. Files which are maintained in the Special File Room have a label affixed to the file cover stating that file is one that is maintained in the Special File Room. These procedures should remain as they are.

Inasmuch as space in the Special File Room is limited, the number of reques for placing files in the Special File Room is increasing, and there is an indication al FBIHQ supervisors are unaware of procedures to be followed with respect to placing files in the Special File Room, it is desirable at this time to advise FBIHQ supervisory personnel of the existence of the Special File Room and the administrative procedures to be followed to place files in the Special File Room.

RECOMMENDATIONS:

1. That special files, Bureau source files, and "June" files continue to be kept in Special File Room.

Enclosure



OVER

Memorandum [redacted] to Mr. McDermott
Re: Maintenance of Files at FBI Headquarters

b6
b7C

RECOMMENDATIONS: (Continued)

2. That FBIHQ supervisory personnel be advised, formally, of the existence of the Special File Room and the availability of the special handling and limited access services which are provided. Attached for approval is proposed Memorandum to All Bureau Officials and Supervisors, as well as proposed revision for Manual for Bureau Supervisors.

3. That each official on the Assistant Director's level or above have authority to designate maintenance of any file in the Special File Room, such requests to be transmitted to the Files and Communications Division in memorandum form.

4. That requests for authority to maintain a file in space other than controlled by the Files and Communications Division require the approval of the Deputy Associate Director (Administration) and that such instances be limited to a bare minimum.

September 26, 1975

PERSONAL

JA-110
REC-51 66-2317-270

b6
b7C

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that a stamp or tag bearing certain information be used in connection with file requests when these files are located in a particular unit. After careful consideration, it has been decided that such a procedure will be utilized on a sixty-day trial basis to ascertain if it would be beneficial in handling this work. You will be advised of the final decision in the matter.

The interest and initiative which prompted you to submit your idea to me are indeed appreciated.

MAILED 7
SEP 29 1975
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

1 - Mr. Gallagher
1 - Personnel file of [redacted]
ML:slp
(5)

(Suggestion 86-76)

NOTE: Based on memorandum W. L. Bailey to Mr. McDermott, LWB:jdb, 9/19/75, re Suggestion #86-76 Submitted by [redacted] General Investigative Division with addendum by the Training Division, ML:slp, 9/24/75.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

56 JAN 29 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1975 O - 569-920

Employee Suggestion
FD-252 (Rev. 9-11-59)

#86-76

Date: August 5, 1975

b6
b7C

To: Director, FBI

From: (Suggester's name)

Division of Assignment: General Investigative

SUGGESTION When a file being held in the Freedom of Information Act (FOIA) Unit is also needed in another Section of the Bureau, the file should be forwarded to the requesting Section with the following stamp or tag attached: Information in this file is needed in an FOIA request. Please return this file to _____ in Room _____. by _____. Subject _____.
(date)

0 Files

Current practice or rule (Include manual citation as well as facts) Due to the workload in the FOIA Unit it is often difficult for a requested file to be located. When a file is located FOIA Unit does not release it until their work is completed. This causes files to arrive late or compels requesting Unit to walk to FOIA Unit to review file.

Advantages of suggestion and annual savings (include basis for estimate)

1. Other Sections of the Bureau will receive pertinent files when needed.
2. The requesting Units and locate clerks will have more time to devote to their other work.

EX-110

REC-51 66-2319-270

Disadvantages of suggestion Both the receiving Unit and FOIA Unit must follow to insure the files return to FOIA Unit.

5 OCT 1 1975

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [illegible] suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss _____ clerk
Signature and Title of Suggester

Recommendations and comments of Division Head Recognizing special problems inherent in FOIA workload, General Investigative Division feels such a stamp or tag has merit when considering the growing "log jam" of files created by the current practice.

Richard J. Gallagher
Assistant Director
Signature and Title

(Do not write in this space - for Bureau use only)

Memo Bailey/McDermott
WWZ. 3/5/76, ML. sep
Ltr of approval
3/11/76, ML. sep

Memo Bailey/McDermott
WWZ. job, 9/19/75.
Ltr of ack
ML. sep 9/26/76

January 21, 1976

PERSONAL

EX-112
REC 67 66-2319-271

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Your suggestion has been received that a system be implemented for returning certain material to files by personnel in a particular section. It may interest you to know this proposal has been negated by a new searching procedure which was implemented by a letter from the Department of Justice.

I appreciate the interest which led you to give me the benefit of your thoughts on this matter.

MAILED 7
JAN 2 1 1976
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

1 - Mr. McDermott

1 - Personnel file of [redacted]

ML:slp
(5)

(Suggestion 339-76)

NOTE: Suggests implementing a system whereby FOIPA personnel could return to file all those files which contain "See" references to their subjects.

Files and Communications Division noted this idea concerning "See" references has been negated by new searching procedure implemented by Deputy Attorney General Harold P. Tyler, Jr., letter to the Director dated 12/18/75. Due to this observation, Training Division recommends no further action regarding this proposal.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

JAN 28 1976

MAIL ROOM [ ] TELETYPE UNIT [ ]

GPO : 1975 O - 569-920

Employee Suggestion
FD-252 (Rev. 9-11-59)

#339-116

Date: ~~12/17/75~~ 1-5-76

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Files

b6
b7C

SUGGESTION

My suggestion consist of implementing a system where FOIPA personnel could return to file all those files which contain "See" references to their subjects. (See attached).

Current practice or rule (Include manual citation as well as facts)

Hold all files until processing and final outgoings are completed.

Advantages of suggestion and annual savings (Include basis for estimate)

Advantages would include greater efficiency and utilization of space by FOIPA personnel. The greatest advantage would be that fewer files would be kept within the section making them available to others within the FBI. Since fewer files would be in the section, there would be less work for the locate unit. Savings to locate unit would be 10-15 hours per day or $10,855-$16,281 annually. Time saving estimated by [redacted] Supervisor, locate unit. Monetary savings calculated by Ivon Soden of Division 3. It would be difficult to calculate the monetary savings achieved through the increased efficiency and utilization of personnel made possible by this suggestion.

Disadvantages of suggestion

Time involved in implementing suggestions.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] on is adopted within two years after submission.)

☑ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and title of suggester: Research Analyst

Recommendations and comments of Division Head

This suggestion concerning "See" references has been negated by new searching procedure implemented by Deputy Attorney General Harold P. Tyler, Jr., letter to the Director dated 12/18/75.

SD John J. McDermott

Signature and title of Division Head

(Do not write in this space - for Bureau use only)

Letter of appreciation sent 1/21/76

66-2319-2776

REC 67

15 JAN 22 1976

OTSWO

When an analyst receives a search slip, he generally calls the file or sends the slip to File Review. In either case he eventually has many files in the section even though his only interest may be a few "See" references. My suggested system would require the analyst to immediately send all Ident "See" references to serial removers for xeroxing before reviewing the references for dissemination. When the xeroxing is completed, the file would be return to file. The analyst would then work with the xeroxed copies. The only foreseeable exception to this procedure would be when the reference is classified. It would then be necessary to hold the file pending a classification memo to Division 5. When the final letter with enclosures is sent, the analyst would then call the file and stamp them. This would eliminate holding the files in the FOIPA Section.

November 20, 1975

PROPOSED CHANGES IN
MANUAL FOR BUREAU SUPERVISORS

File

Section 12, (3), page 6, last paragraph, second line, delete "13th & K Buildings."

Section 14, (2), page 9, amend third and fourth sentences to read as follows:

> Files called by clerical personnel must be in the name of the Agent Supervisor for whom he or she is working and to the attention of the person who will actually use the file. For example, Clerk or Stenographer performing work for Agent Doe would request file for "Agent Doe, attention Miss Jones," Room , extension , and "Regular or "Special" depending on the urgency of the request.

Section 14, (19), (a), page 14, delete last two paragraphs.

Section 32, page 44, amend third line to read as follows:

> of Records Disposal Act, Title 44, USC, Section 3303a.

NOTE: Changes submitted to bring manual up-to-date. No change in Bureau policy involved.

TBD:evp
(6)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plans & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

66-2319-

NOT RECORDED
14 DEC 29 1975

DEC 29 1975

MAIL ROOM ☐ TELETYPE UNIT ☐

UNRECORDED COPY FILED IN

GPO 954-546

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Return to 7541 JB:

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Jenkins

DATE: 2/23/76

FROM : W. M. Mooney
Files

b6
b7C

SUBJECT: FILE TRANSMITTAL SLIP (Form 4-49)
SUGGESTION 357-76 SUBMITTED BY
SA [redacted]
INTELLIGENCE DIVISION

SUGGESTION: Proposes the telelift station number be written on the file transmittal slip (Form 4-49) directly above the room number to which destined. The file transmittal slip is placed on top of the file, or in a file at a serial, when the file or serial is requested.

CURRENT PRACTICE: Suggester states the telelift stations are now operational at FBIHQ. All files requested are placed into the telelift boxes for transmittal. When an employee requests a file, the employee currently furnishes the name of the person to whom the file is to be charged; the subject matter; and, the room number to which the file is to be sent. This data is recorded on the transmittal slip which accompanies the file to its destination.

ADVANTAGES: SA [redacted] believes this procedure will expedite sorting of files by the Filing Unit when files are placed in the various telelift boxes. There are now several telelift stations on each of the floors. For example, in Intelligence Division (INTD) space on the fourth floor there are two telelift stations (#242 and #232). Depending upon where the file is destined, it must go to one or the other specific station for delivery. It would be a simple process for those employees who receive files through the #242 station to mention that number as the telelift station when requesting the file, either orally or in writing. Likewise, the same would be true of those using the #232 station. (Even if only one station in a division is used, it would save Filing Unit employees the need for looking up the division telelift number each time.)

EX 104 REC-65 66-2319-272
7 FEB 13 1976

If this procedure were instituted, it would save the Filing Unit personnel considerable time, which is now used to look up the exact telelift station which would be involved to route the file to the proper individual. If the three-digit telelift number is written directly above the room number on the transmittal slip accompanying the file, it would eliminate all time utilized by Filing Unit personnel looking up the proper telelift station.

Enclosure sent 2/11/76 only

ML:slp
(2)

56 FEB 20 1976

1 - Mr. McDermott (Attention: [redacted])

CONTINUED - OVER

Memorandum W. M. Mooney to Mr. Jenkins
Re: File Transmittal Slip (Form 4-49)
Suggestion 357-76 Submitted By
SA [redacted]
Intelligence Division

b6
b7C

Savings could be estimated by the Records Section based on the number of minutes saved each day multiplied by the number of workdays for a year. An indication of potential annual savings is the fact that in INTD alone, an average of about 300 files are pulled nightly by Filing Unit. If each of these now requires 15 seconds time for the Filing Unit personnel to determine to which telelift station they should be sent, this idea would save 75 minutes each for INTD files alone. This figure does not include files pulled during the day for INTD.

The proposal, if adopted, could also save a smaller amount of time within each division when files are routed intradivision or interdivision. This same procedure might be adaptable to other items being sent through the telelift system, such as messenger envelopes designated for specific individuals and room numbers when the telelift number is known.

The important thing to be considered is efficiency and time, not necessarily monetary savings, although the latter would be achieved based on time and efficiency.

OBSERVATIONS: The Intelligence Division deferred to Files and Communications Division regarding this matter.

Files and Communications Division pointed out that the Filing Unit, which is responsible for charging out and transmitting files upon request, indicates that this idea would aid their operations. It would be a definite benefit in sorting files. The Records Management Unit would like to amend the idea to include the telelift station number on the "FBI Telephone Directory" so that it can be used by the Filing Unit locate clerks when attaching the forwarding slips (Forms 4-7) to files. This would also be a ready reference for station numbers to be used for items sent by routing slip or messenger envelope through the telelift system. Since the proposal with amendment would expedite the sorting operation of outgoing material at the telelift stations, its adoption was recommended.

Training Division has discussed the amended portion of the idea with Files and Communications Division and it is noted that a system for obtaining this information from the various divisions will have to be worked out by the

Memorandum W. M. Mooney to Mr. Jenkins
Re: File Transmittal Slip (Form 4-49)
Suggestion 357-76 Submitted By
SA [redacted]
Intelligence Division

b6
b7C

Communications Section; therefore, it cannot be implemented immediately. It has also been ascertained that Form 4-49 does not need to be revised since when the system is working as it should a computer printout will contain this data and Form 4-49 will be deleted.

RECOMMENDATIONS: (1) That the suggestion with modification as noted above be adopted and the attached letter be forwarded to the suggester advising him of this fact.

(2) On approval, this memorandum will serve as the authority for the Files and Communications Division to take the steps necessary to implement the idea as modified.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#351-16

Date: January 13, 1976

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Intelligence

b6
b7C

SUGGESTION

Suggestion 3-7-76

That the Telelift station number be written on the file transmittal slip (Form 4-49) directly above the room number to which destined. The file transmittal slip (Form 4-49) is placed on top of the file, or in a file at a serial, when the file or serial is requested.

Files

Current practice or rule (Include manual citation as well as facts)

At FBIHQ the Telelift stations are now operational. All files requested are placed into the Telelift boxes for transmittal. When an employee requests a file, the employee currently furnishes the name of

(continued next page)

Advantages of suggestion and annual savings (include basis for estimate)

This will expedite sorting of files by Filing Unit when files are placed in the various Telelift boxes.

We now have several Telelift stations on each of the floors. For example, in Intelligence Division (INTD) space on the 4th floor there are two Telelift stations (#242 and #232). Depending upon where the file is destined, it must go to one or the other specific station for delivery. It would be a simple process for those employees who receive files through the #242 station to mention that number as the Telelift station when requesting the file, either orally or in writing. Likewise, the same would be true of those utilizing the #232 station. (Even if only one station in a Division is used, it would save Filing

(continued next page)

REC-65 66-2219-273

Disadvantages of suggestion

None known, since every person requesting a file would have ready access and knowledge of the Telelift number ~~through which they~~ would receive the file.

EX 104

FEB 13 1976

(The use by the United States of my suggestion shall not form the bas[is] [for] [any] claim against the United States by me, my heirs, or assigns upon the United States. I understand that I will be considered [for] [an] award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Night Supervisor
Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit.

W. Raymond Wannall/kst
W. R. Wannall, Assistant Director
Signature and Title

(Do not write in this space - for Bureau use only)

memo routing/ suggestion
ML sup 2/9/76
Unit of expense
ML sup 2/11/76

ATTACHED

CURRENT PRACTICE OR RULE: (CONTINUED)

the person to whom the file is to be charged; the subject matter; and the room number to which the file is to be sent. This data is recorded on the transmittal slip which accompanies the file to its destination. (No specific manual citation involved).

ADVANTAGES OF SUGGESTION AND ANNUAL SAVINGS: (CONTINUED)

Unit employees the necessity of looking up the Division Telelift number each time).

If this procedure is instituted, it would save the Filing Unit personnel considerable time, which is now used to look up the exact Telelift station which would be involved to route the file to the proper individual. If the three-digit Telelift number is written directly above the room number on the transmittal slip accompanying the file, it would eliminate all time utilized by Filing Unit personnel looking up the proper Telelift station.

Savings can be accurately estimated by Filing Unit and/or Records Section based on the number of minutes saved each day multiplied by the number of workdays for a year.

An indication of potential annual savings is the fact that in INTD alone, an average of about 300 files are pulled nightly by Filing Unit. If each of these now requires 15 seconds time for the Filing Unit personnel to determine to which Telelift station they should be sent, this suggestion would save 75 minutes each for INTD files alone. This figure does not include files pulled during the day for INTD.

This suggestion, if adopted, could also save a smaller amount of time within each Division when files are routed intra-Division or inter-Division.

Likewise, this same procedure, that is, utilizing the Telelift number, might be adaptable to other items being sent through the Telelift system, such as messenger envelopes designated for specific individuals and room numbers when the Telelift number is known.

The important thing to be considered is efficiency and time, not necessarily monetary savings, although the latter would be achieved based on time and efficiency.

ADDENDUM INTELLIGENCE DIVISION VRT:adn 1/16/76

Inasmuch as this matter pertains strictly to the Files and Communication Division, the Intelligence Division defers to the Files and Communication Division for recommendations in this matter.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. McDermott

DATE: 3/5/76

FROM : W. L. Bailey

Files

SUBJECT: SUGGESTION #86-76
SUBMITTED BY [redacted]
GENERAL INVESTIGATIVE DIVISION

b6
b7C

Captioned employee suggested that a tag or stamp be used to facilitate availability and use of files by other Bureau personnel when they are charged out to and are being held by Freedom of Information Act (FOIA) Section employees because of an FOIA request. He proposed the tag or stamp would read as follows:

Information in this file is needed in an FOIA request.
Please return this file to _____ in Room _____.
By _____ (date). Subject _____.

My memorandum dated 9/19/75 (66-2319-269), set forth comments of Files and Communications Division and advised that a trial period would be given a variation of this procedure using a pressure sensitive label placed on Form 4-7 (pink forwarding slip) to accommodate the basic information the suggester had in mind. This label reads as follows:

FILE NEEDED FOR FOIA REQUEST
RETURN TO- RM.
SUBJECT-

The only instance where this label can be used is when a file is found in the possession of an FOIA (now FOI/PA) Section employee and this employee allows a Filing Unit locate clerk to take the file to another Bureau employee who has placed the file on locate. The idea of this suggestion is that this label would encourage the FOI/PA Section employee to release the file temporarily and encourage the employee who placed the file on locate to handle it promptly upon receipt and return it to the FOI/PA Section employee without delay through the messenger (now Telelift system).

66-2319-273X

V-34 REC-93 ST 109 DE-37 14 JAN 4 1978

1 - Training Division
1 - Computer Systems Division

LWB:smg
(5)

84 JAN 14 1978

Memorandum W. L. Bailey to Mr. McDermott
Re: SUGGESTION #86-76

This label procedure was tried initially for a 60-day period and then extended for an additional 90-day period. At the time this suggestion was made, the FOIA Section was required to include all "See" (serial) references in their review of FOIA requests for information and this greatly increased the volume of files then being held by FOIA Section. However, due to a new searching procedure implemented by Deputy Attorney General Harold P. Tyler, Jr., letter to the Director dated 12/18/75, the number of files being used and held by the now Freedom of Information-Privacy Acts Section (FOI/PA), has been reduced by 50% or more with a somewhat similar reduction in the number of times the label can be used. Although there are fewer files involved now, there are still a large number of files currently involved in several court cases that FOI/PA Section employees find necessary to retain for frequent ready reference in spite of the label procedure.

At the end of the extended trial period, a representative number of FOI/PA Section employees were surveyed to determine whether or not this label procedure had been beneficial to them and should be continued. Although some of the employees surveyed advised that the use of the label procedure did not seem to make any difference, the majority said that it either did or should help on occasion. Some of the employees that indicated that the label should help stated that they had not had any actual experience to test the procedure.

It should be kept in mind that the only time this label can be used is when an FOI/PA Section employee, who has a file needed by another Bureau employee, allows a Filing Unit locate clerk to take the file to the other person needing it. (Locate clerks are supposed to personally deliver, not send or route, a file to the person who placed it on locate when it is found and can be released.) Even then, on many such occasions, the person to whom the file is taken will quickly review the file for needed information and hand it back to the locate clerk to be returned immediately to the FOI/PA Section employee (same procedure for others throughout the J. Edgar Hoover Building) who released the file temporarily. Therefore, since this practice existed prior to the suggested label procedure, the need for a label does not exist in many situations where it could apply if the locate clerk did not hand-carry the file back to the original holder of the file.

Memorandum W. L. Bailey to Mr. McDermott
Re: SUGGESTION #86-76

The Filing Unit believes the suggested label procedure has considerably more limited value in practice than it does in theory, but it is willing to use this procedure for only as long as the benefits outweighta few administrative problems involved in its use. A new supply of the label, revised to show "FOI/PA" instead of "FOIA", will be obtained through the Computer Systems Division. ) Rec'd 3/6/76 LB

RECOMMENDATION:

For referral to Suggestions Desk, Training Division, for appropriate action. Appropriate letter to the suggester is attached for approval. Sent 3-18-76 Ba (dated 3-17-76)

AJD/ork

March 17, 1976

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

0 files

Dear [redacted]

Reference is made to your suggestion that a stamp or tag bearing certain information be used in connection with file requests when these files are located in a particular unit. It is a pleasure for me to advise you that a modification of your proposal is being placed into effect whereby a pressure-sensitive label containing pertinent information will be used on Form 4-7 when a file is not delivered and returned to the Freedom of Information - Privacy Acts Section employee by the locate clerk.

I want to express my appreciation to you for giving me the benefit of your thoughts on this matter.

REC-93 66-2319-2731
ST 109

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
MAR 19 1976
FBI

1 - Mr. Gallagher
1 - Personnel file of [redacted]
MJL:slp
(6) (Suggestion 86-76)
NOTE: Based on memorandum W. L. Bailey/Mr. McDermott, LWB:smg, 3/5/76, Re: Suggestion #86-76, Submitted By [redacted] General Investigative Division.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

84 JAN 1 MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1975 O - 569-920

EX-110

REC-69

66-2319-274

April 23, 1976

PERSONAL

b6
b7C

Federal Bureau of Investigation
Louisville, Kentucky

Dear

Thank you for the suggestion that four-inch cardboard strips be prepared at FBI Headquarters for use by field offices when consolidating closed files. It may interest you to know this procedure was thoroughly evaluated at the time it was initiated. There is no equipment available at FBI Headquarters which can accomplish this work and the cost involved in obtaining such items from a commercial firm would be prohibitive.

Although favorable action was not taken in this instance, I appreciated having the benefit of your thoughts on the matter.

MAILED 6
APR 23 1976
FBI

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

2 - Louisville
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of

MML:slp
(6)

(Suggestion 518-76)

NOTE: Suggests four-inch cardboard strips (same material as used for File Fronts) be preprinted, creased, and holes punched by the Bureau for use in consolidations of closed files (sample attached).

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

MAIL ROOM ☑ TELETYPE UNIT ☐

CONTINUED - OVER

GPO : 1975 O - 569-920

[redacted]
Federal Bureau of Investigation
Louisville, Kentucky

b6
b7C

Training Division opposes adoption. The current procedure for making these strips in field offices was placed into effect due to a previous suggestion several years ago. At that time a thorough survey was made regarding the matter by the Inspection Division. There is no equipment available at FBIHQ which can accomplish this task. There is a commercial firm which manufactures a product called "Remtag End Folds" which could be utilized for this purpose; however, the expense involved in obtaining this product was considered to be exorbitant. In addition, the end tags made in the field are more durable than the Remtag End Folds and more easily adaptable to the varying thicknesses of the consolidated closed files since the Remtag system has only two positions to cover all thicknesses of files (Bufile 66-2319-141). It is recommended no further action be taken regarding this idea.

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affs.
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

Employee Suggestion
FD-252 (Rev. 9-11-59)

#518-76

EVP

Date: 4/6/76

To: Director, FBI

From: (Suggester's name)

Division of Assignment: LOUISVILLE

b6
b7C

SUGGESTION

I suggest that a 4-inch cardboard strip (same material used for FD-245 - File Fronts) be preprinted, creased, and holes punched by the Bureau for use in consolidations of closed files. (See sample attached).

0 Files D

40 APR 12 1976

EVP PRO

Current practice or rule (Include manual citation as well as facts) The current practice is to take file backs and fronts that are to be discarded, cut them into strips approximately 4 inches wide, punch holes, make the necessary fold or crease, and hand-print necessary information.

Advantages of suggestion and annual savings (include basis for estimate)

Use of the suggested strip would be more uniform for closed files and would improve the appearance of the file shelves. It would also make it easier to locate files in the closed section.

There is no way to give an estimate as to any savings that would be accomplished.

REC-69 66-2319-274

EX-110

9 APR 27 1976

Disadvantages of suggestion

None known.

MLi 0000

(The use by the United States of my suggestion shall not form the basis [illegible] assigns upon the United States. I understand that I will be considered f[illegible]s adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Signature and Title of Suggester

Office Services Manager

Recommendations and comments of Division Head

The above suggestions appears to have merit and should be given consideration by the Bureau.

Stanley S. Gammelin

Special Agent in Charge

(Do not write in this space - for Bureau use only)

/ ENCLOSURE

Ltr of appre.
ml:see
4/23/76

ENCLOSURE ATTACHED

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. Decker ASD/WCB

DATE: 7/13/76

FROM : W. L. Bailey WLB

SUBJECT: ~~X~~NEW FILES - FISCAL YEARS 1975 AND 1976

Files

There is listed herein the number of New Files opened under each classification for the fiscal years 1975 and 1976.

| CLASS. | SUBJECT MATTER | NEW FILES F.Y. 1976 | NEW FILES F.Y. 1975 |
|---|---|---|---|
| 1 | Training Schools & National Academy Matters | 994 | 1,138 |
| 2 | Neutrality Act | 52 | 21 |
| 3 | Overthrow & Destruction of the Government | 0 | 0 |
| 4 | Firearms Act: National & Federal | 24 | 17 |
| 5 | Income Tax | 0 | 0 |
| 6 | Interstate Transportation of Strikebreakers | 0 | 0 |
| 7 | Kidnaping | 563 | 641 |
| 8 | Migratory Bird Act | 0 | 1 |
| 9 | Extortion | 1,926 | 1,915 |
| 10 | Red Cross Act | 1 | 2 |
| 12 | Narcotics | 4 | 7 |
| 14 | Sedition | 0 | 0 |
| 15 | Thefts from Interstate Shipment | 1,510 | 2,141 |
| 17 | Veterans Bureau Matters | 496 | 296 |
| 21 | Food & Drug Act | 0 | 0 |
| 25 | Selective Service Act | 343 | 921 |
| 26 | Interstate Transportation of Stolen Motor Vehicle or aircraft | 2,821 | 2,938 |
| 27 | Patents | 4 | 4 |
| 28 | Copyrights | 538 | 887 |
| 29 | Federal Reserve Act | 4,466 | 4,480 |
| 31 | White Slave Traffic Act | 91 | 175 |
| 32 | Identification Matters | 127 | 129 |
| 36 | Mail Frauds | 1 | 3 |
| 39 | Falsely Claiming Citizenship | 1 | 2 |
| 40 | Passports & Visas | 103 | 50 |
| 42 | Deserters & Deserter-Harboring | 21,796 | 22,554 |
| 43 | Illegal Wearing of the Uniform, Etc. | 79 | 112 |
| 44 | Civil Rights | 3,882 | 4,234 |
| 45 | Crime on the High Seas | 60 | 68 |
| 46 | Frauds Against the Government | 1,643 | 1,712 |

ST-108

REC-36 66-2319-275

DFK:cah
(4)
66-2614

14 JUL 30 1976

5480

53 AUG 11 1976

*Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan*

FBI/DOJ

Memo Bailey to Decker
Re: NEW FILES-FISCAL YEARS 1975 AND 1976

| CLASS. | SUBJECT MATTER | NEW FILES F.Y. 1976 | NEW FILES F.Y. 1975 |
|---|---|---|---|
| 47 | Impersonation | 1,306 | 345 |
| 48 | Postal Fraud | 2 | 6 |
| 49 | Bankruptcy | 415 | 393 |
| 50 | Involuntary Servitude and Slavery | 37 | 42 |
| 51 | Jury Investigations | 1 | 0 |
| 52 | Theft, Embezzlement or Illegal Possession of Government Property | 1,303 | 1,594 |
| 54 | Customs Laws & Smuggling | 0 | 1 |
| 55 | Counterfeiting | 1 | 0 |
| 56 | Election Laws | 81 | 172 |
| 58 | Bribery | 448 | 518 |
| 60 | Antitrust | 80 | 100 |
| 61 | Treason & Related Statutes | 1 | 1 |
| 62 | Miscellaneous Matters | 527 | 478 |
| 63 | Non-Subversive | 152 | 200 |
| 64 | Latin-American Matters | 4 | 7 |
| 65 | Espionage | 205 | 244 |
| 66 | Administrative Matters | 10 | 8 |
| 69 | Contempt of Court | 5 | 4 |
| 70 | Crimes on Indian & Other Government Reservations | 2,764 | 3,288 |
| 71 | Bills of Lading Act | 7 | 11 |
| 72 | Obstruction of Justice | 108 | 72 |
| 73 | Application for Pardon & Executive Clemency | 304 | 254 |
| 74 | Perjury | 52 | 36 |
| 75 | Bondsmen & Sureties | 0 | 1 |
| 76 | Escaped Federal Prisoners, Federal Escape Act, Parole, Probation & Conditional Release Violation | 2,867 | 2,975 |
| 77 | Departmental Applicants, Etc. | 1,380 | 1,589 |
| 78 | Illegal Use of Government Transportation Reg. | 1 | 0 |
| 79 | Missing Persons | 406 | 40 |
| 80 | Laboratory Research Matters | 7 | 4 |
| 80-98 | | 0 | 2 |
| 80-606 | | 5 | 1 |
| 82 | War Risk (Civil) | 0 | 0 |
| 83 | Courts of Claims | 27 | 33 |
| 86 | Federal Landing & Insurance Agencies | 218 | 295 |
| 87 | Interstate Transportation of Stolen Property | 4,330 | 5,201 |
| 88 | Unlawful Flight to Avoid Prosecution | 3,260 | 4,101 |
| 89 | Killing or Assaulting a Federal Officer | 414 | 326 |
| 90 | Irregularities in Federal Penal Institutions | 198 | 150 |
| 91 | Bank Robbery | 4,956 | 5,452 |
| 92 | Interference by Violence with Int. Commerce | 1,101 | 1,284 |
| 93 | Ascertaining Financial Ability | 61 | 67 |

Memo Bailey to Decker
Re: NEW FILES-FISCAL YEARS 1975 AND 1976

| CLASS. | SUBJECT MATTER | NEW FILES F.Y. 1976 | NEW FILES F.Y. 1975 | |
|---|---|---|---|---|
| 94 | Research Matters | 374 | 421 | |
| 95 | Laboratory Examinations | 7,705 | 8,212 | |
| 97 | Registration | 30 | 39 | |
| 98 | Sabotage | 27 | 21 | |
| 100 | Internal Security | 2,619 | 2,796 | |
| 103 | Interstate Transportation of Stolen Cattle | 2 | 14 | |
| 105 | Internal Security (Other than Communist-Russian) | 15,903 | 20,179 | |
| 109 | Foreign Political Matters | 3 | 2 | |
| 110 | Foreign Economics | 0 | 0 | |
| 111 | Foreign Social | 0 | 0 | |
| 112 | Foreign Funds | 0 | 0 | |
| 113 | Foreign Military & Naval Matters | 0 | 0 | |
| 114 | Alien Property Custodian Matters | 0 | 0 | |
| 115 | Bond Default | 551 | 634 | |
| 116 | Atomic Energy Act-1946-Special Inquiries | 2,369 | 2,138 | |
| 117 | Atomic Energy Act-1946-Investigative | 41 | 47 | |
| 119 | Lobbying Act | 2 | 2 | |
| 120 | Federal Tort Claims Act | 126 | 179 | |
| 122 | Labor Management Relations Act-1947 | 50 | 38 | |
| 123 | Voice of America | 0 | 0 | |
| 124 | European Recovery Program | 0 | 0 | b2 |
| 125 | Railway Labor Act | 8 | 13 | b7D |
| 131 | Admiralty Matters | 44 | 29 | |
| 138 | Loyalty of United Nations Employees | 13 | 15 | |
| 139 | Unauthorized Publication of Use of Communications | 353 | 360 | |
| 140 | Security of Government Employees | 142 | 575 | |
| 141 | False Entries in Records of Interstate Carriers | 2 | 2 | |
| 142 | Illegal Use of a Railroad Pass | 0 | 0 | |
| 143 | Interstate Transportation of Gambling Devices | 30 | 21 | |
| 144 | Interstate Transportation of Lottery Tickets | 6 | 13 | |
| 145 | Interstate Transportation of Obscene Matter | 111 | 133 | |
| 146 | Interstate Transportation of Prison-Made Goods | 0 | 0 | |
| 147 | Federal Housing Administration Matters | 1,062 | 1,276 | |
| 148 | Interstate Transportation of Fireworks | 2 | 5 | |
| 149 | Destruction of Aircraft or Motor Vehicle | 413 | 588 | |
| 151 | National Aeronautics & Space Act-1958-Appl. | 33 | 50 | |
| 152 | Switchblade Knife Act | 0 | 2 | |
| 153 | Auto Information Disclosure Act | 7 | 14 | |
| 156 | Welfare & Pension Plans Disclosure Act | 51 | 71 | |
| 157 | Racial Bombing Matters | 885 | 1,445 | |

Memo Bailey to Decker
Re: NEW FILES-FISCAL YEARS 1975 AND 1976

| CLASS. | SUBJECT MATTER | NEW FILES F.Y. 1976 | NEW FILES F.Y. 1975 |
|---|---|---|---|
| 159 | Labor Management Reporting and Disclosure Act of 1959 (Investigative Matter) | 180 | 159 |
| 160 | Federal Train Wreck Statute | 66 | 78 |
| 161 | Special Inquiries for White House, Cong. Committees, & Other Government Agencies | 637 | 904 |
| 162 | Interstate Gambling Activities | 5 | 3 |
| 163 | Foreign Police Cooperation | 1,696 | 1,958 |
| 164 | Crime Aboard Aircraft | 242 | 367 |
| 165 | Interstate Transmission of Wagering Info. | 32 | 32 |
| 166 | Interstate Transportation in Aid of Racketeering | 261 | 289 |
| 167 | Destruction of Interstate Property | 20 | 22 |
| 168 | Interstate Transportation of Wagering Paraphernalia | 4 | 12 |
| | [redacted] | | |
| 172 | Sports Bribery | 18 | 10 |
| 173 | Public Accommodations, Public Facilities, Public Education-Civil Rights Act 1964 | 554 | 474 |
| 174 | Bombing Matters | 790 | 841 |
| 175 | Assaulting the President or Vice President of the United States Matters | 125 | 22 |
| 176 | Anti Riot Laws (ARL) | 6 | 18 |
| 177 | Discrimination in Housing | 659 | 614 |
| 178 | Public Law | 29 | 30 |
| 179 | Extortionate Credit Transactions | 214 | 171 |
| 180 | Desecration of the Flag | 5 | 3 |
| 181 | Consumer Credit Protection Act | 4 | 1 |
| 182 | Illegal Gambling Business; Illegal Gambling Business-Obstruction | 410 | 334 |
| 183 | Racketeer Influenced & Corrupt Organization | 461 | 161 |
| 184 | Police Killing | 93 | 86 |
| 185 | Act for Protection of Foreign Officials & Official Guests of the United States | 194 | 227 |
| 186 | Real Estate Settlement Procedures Act of 1974 (RESPA) | 13 | 0 |
| 187 | Privacy Act of 1974 - Criminal | 15 | 0 |
| 188 | Crime Resistance | 0 | 0 |
| | Sub Total | 111,624 | 125,770 |
| 67 | Personnel Records Unit | 13,413 | 7,180 |
| | | 125,037 | 132,950 |

b2
b7D

Employee Suggestion
FD-252 (Rev. 9-11-59)

#15-77

Date: November 5, 1976

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: RICHMOND

b6
b7C

SUGGESTION

Concerning pulling files by the Rotor Clerks in pending matters for purposes of running ticklers, use of the Chief Clerk's Office or examination of mail by SAC, ASAC or Supervisor, it is suggested that a designated colored tag be placed in the file folder with the date thereon to indicate exactly where file may be readily located.

Also, when files are sent to the Stenographic Pool with Cassettes or rough drafts thereon, that another colored tag be placed in the file folder to indicate it is in Steno Pool. After the Cassette or rough draft has been assigned to a particular stenographer, it will be charged out and FD-5 (Charge-out slip) placed in folder.

Current practice or rule (Include manual citation as well as facts)

FD-5 must be executed when files are withdrawn for purposes other than running ticklers, use of the Chief Clerk's Office or examination of mail by SAC, ASAC or Supervisor (MORR, Pt. II, S3, Pg. 11).

Advantages of suggestion and annual savings (include basis for estimate)

This will enable anyone, at a quick glance, to determine exactly where the file is located at any given time, thereby eliminating much searching for files, i. e.: Yellow Tag - Supervisory Desk, Green Tag - CCO and Red Tag - Steno Pool.

The savings is unknown at this time.

REC-9 DE-33 66-2319-276

ST-108 V-24

21 NOV 11 1976

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]
Rotor Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

This appears to be an excellent management control procedure and should eliminate unnecessary time spent by clerical employees in locating files. I recommend it be adopted.

Special Agent in Charge
Signature and Title

(Do not write in this space - for Bureau use only)

Lett of Apprec
GW:mrd
12-1-76

5 DEC 13 1976

Suggestion #75-77

135

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:chs 11/12/76)

It is proposed in attached suggestion from the Richmond Office that in pulling files for ticklers, Chief Clerk's Office, etc., that colored tags be placed in the file folder with date thereon to indicate exact location of file.

OBSERVATIONS:

Suggested practice is not unique, in fact similar procedures have been utilized throughout the field for a number of years. It is the opinion and experience of the Records Research Unit that the need for suggested controls will vary from one office to another. Form FD-5 (file charge-out slip) is designed to account for files and serials and facilitates recharge and/or transfer of same. If an auxiliary system would enhance this effort, the system used should be at the option of the Special Agent in Charge, and the one he feels will best satisfy the needs of his office.

RECOMMENDATIONS:

Recommend that Richmond Office be authorized to implement suggested procedure since they feel it will enhance their operations. However, recommend that suggestion not be adopted for field-wide use.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#79-77

Date: 11/8/76

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Mobile

b6
b7C

SUGGESTION

The files of the FBI be assembled roughly opposite to the manner now used, that is, when the current supply of files and file-backs is exhausted that the Acco Fasteners with the prongs be attached to the front of the file folder and the holding device to the back of the folder and serials be placed in from the back of the file rather than from the front.

Files

Current practice or rule (Include manual citation as well as facts) Currently the first serial in a file is placed on the bottom of the file jacket and additional serials are placed on top.

Advantages of suggestion and annual savings (Include basis for estimate) With this practice an individual could open the file front and read the file chronologically, front to back, in the same manner one reads a book. If one comes to a 5, 10 or 100 page communication, one would continue to read from front to back, where in the current situation where the first serial has one page and the second serial has 10 or more pages, an individual reviewing the file must shuffle through the various pages of serials looking for the first page of each serial in order to start reading it.
It is felt that in an average file review this would save an immeasurable amount of time not only in looking for specific communications but also in being able to chronologically review a file, reading it in the same manner one reads any other communication such as a book, magazine, (Cont'd)

Disadvantages of suggestion

None known except having to instruct clerical personnel that they add serials to the back of the file rather than in the front. Filing, etc. would be identical to the present system.

FC-19 V-17 DE-44 66-2 317-277

(The use by the United States of my suggestion shall not form the b[redacted] assigns upon the United States. I understand that I will be conside[redacted] within two years after submission.)

[redacted]

☒ Mr. ☐ Mrs. ☐ Mi[redacted]

Title of Suggester: Special Agent

Recommendations and comments of Division Head

This particular suggestion appears to have merit and may be worthy of further consideration and/or study by appropriate Headquarters divisions.

SAC

Signature and Title

(Do not write in this space - for Bureau use only)

Left of Apprec
GW:mrd
12-3-76

3 NOV 15 1976

5 Aug 14, 1976 FYI

3-Bureau 3-Mobile (1-66-922) (1-66-1116) (1-67-5205) JAD:lpw (6)

33 NOV 15 1976 EYD PROC

Advantages of Suggestion (Cont'd.)

newspaper, etc., starting at Page 1 on serial 1 and reading through.

Suggestion #79-77

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (FMK:evp 11/22/76)

It is proposed in attached suggestion from the Mobile Office that the files of the FBI be assembled roughly opposite the manner now used; that is, that the Acco Fasteners with the prongs be attached to the front of the file folder and the holding device to the back of the folder and that serials be placed in from the back of the file rather than from the front.

OBSERVATIONS:

More often than not an individual reviewing a file is interested in current material and/or the status of a case file. The suggested procedure would be cumbersome for the person filing the mail and for the supervisor or other persons reviewing the file for current status, and would result in changing the Bureau's entire filing system with no apparent advantage being derived therefrom. The Records Research Unit is of the opinion that the current practice of filing is most desirable and that the disadvantages of suggestion militate against favorable consideration for adoption.

RECOMMENDATION:

Recommend suggestion not be adopted.

December 1, 1976

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Richmond, Virginia

Files

Dear [redacted]

I have received your proposal regarding a certain procedure to be used when files are pulled for various purposes. After careful consideration, there is no objection to the Richmond Office implementing suggested procedure; however, approval is not being given for fieldwide use.

The interest which you displayed by submitting your suggestion to me is appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
DEC 1 1976
FBI

ATTENTION SAC: Authorization has been granted for the Richmond Office to implement suggested procedure at your option.

EX-113 REC-60 66-2319-278

2- Richmond
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted]

DEC 2 1976

GW:mrd
(6)

(Suggestion #75-77)

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

DEC 13 1976
MAIL ROOM
TELETYPE UNIT

GPO : 1976 O - 207-526

b6
b7C

Federal Bureau of Investigation
Richmond, Virginia

NOTE: Suggests that, when pulling files for ticklers, Chief Clerk's Office, etc, colored tags be placed in the file folder with date thereon to indicate the exact location of file. The Records Management Division advises suggested practice is not unique, in fact, similar procedures have been utilized throughout the field for a number of years. It is the opinion and experience of the Records Research Unit that the need for suggested controls will vary from one office to another. Form FD-5 is designed to account for files and serials and facilitates recharge and/or transfer of same. If an auxiliary system would enhance this effort, the system used should be at the option of the Special Agent in Charge. Records Management Division recommends that the Richmond Office be authorized to implement suggested procedure since they feel it will enhance their operations. However, suggestion should not be adopted for fieldwide use. Training Division agrees with the recommendation of Records Management Division. Views attached.

| | | |
|---|---|---|
| APPROVED: | Ext. Affairs..... | Laboratory..... |
| Assoc. Dir..... | Fin. & Pers..... | Legal Coun..... |
| Dep. AD Adm..... | Gen. Inv..... | Plan. & Eval..... |
| Dep. AD Inv..... | Ident..... | Rec. Mgmt..... |
| Asst. Dir.: | Inspection..... | Spec. Inv..... |
| Adm. Serv..... | Intell..... | Training..... |

December 3, 1976

PERSONAL

[redacted]

Federal Bureau of Investigation
Mobile, Alabama

b6
b7C

Files

Dear [redacted]

Thank you for your suggestion regarding the manner in which FBI files are assembled. After careful consideration, it has been determined that our current practice of assembling files should be continued.

Although favorable action was not taken in this instance, the thoughtfulness which you expressed by submitting your proposal to me is appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

EX-105 REC-5

66-23 19 279

2 - Mobile
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of SA [redacted]

23 DEC 7 1976

JGW:mrd
(6)

(Suggestion #79-[illegible])

MAILED 10
DEC 3 1976
FBI

, Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Evol.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAIL ROOM ☐ TELETYPE UNIT ☐

54 DEC 14 1976

GPO : 1976 O - 207-526

[redacted]

b6
b7C

Federal Bureau of Investigation
Mobile, Alabama

NOTE: Suggests files of FBI be assembled roughly opposite the manner now used; that is, the Acco fasteners with the prongs be attached to the front of the file folder and the holding device to the back of the folder and serials be placed in from the back of the file rather than from the front. The Records Management Division states that more often than not an individual reviewing a file is interested in current material and/or the status of a case file. The suggested procedure would be cumbersome for the person filing the mail and for the supervisor or other persons reviewing the file for current status and would result in changing the Bureau's entire filing system with no apparent advantage being derived therefrom. The Records Research Unit is of the opinion that the current practice of filing is most desirable and that the disadvantages of suggestion militate against favorable consideration for adoption. The Records Management Division recommends that suggestion not be adopted, and Training Division agrees. Views attached.

| | | |
|---|---|---|
| APPROVED: | Ext. Affairs | Laboratory |
| Assoc. Dir. | Fin. & Per. | Legal Coun. |
| Dep. AD Adm. | Fgn. Intell. | Plan. & Eval. |
| Dep. AD Inv. | Ident. | Rec. Mgmt. |
| Asst. Dir.: | Inspection | Spec. Inv. |
| Adm. Serv. | Intell. | Training |

Employee Suggestion
FD-252 (Rev. 9-11-59)

#456-77

Bufile 66-116065
BSfile 66-4028

Date: 6/14/77

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Boston

b6
b7C

SUGGESTION ATTN: DOCUMENTS CLASSIFICATION OFFICER, FBIHQ
Rebulet to Albany 6/8/77 captioned "Protection of National Security Information and Material, Executive Order 11652." Enclosed are three (3) examples re suggestion, which is to print file cover jackets with different 1/4 inch, color-key, and stamp markings for use in 65, 100, 105, 109, 110, and 163 classifications.

FD-245

Files

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (Include basis for estimate) Easily recognizable, differentiated, uses a known format, and time saving. Suggestion would facilitate clerical routing, insure proper segregation, and obviate time-consuming "fishing expedition" of thumbing through entire file(s) to determine highest classification level. Additions to file of material of higher classification or re-opens would necessitate new, appropriate file jacket cover; multi-volume cases and consolidated volumes would have file jacket cover reflecting highest classification level. Appropriate classification level stamped on top and bottom of file jacket cover would obviate problems with colorblind personnel who, at any rate, are able to recognize the existence of a border even though unable to differentiate the color. No savings anticipated, and no disadvantages foreseen.

Disadvantages of suggestion

(The use by the United States of my suggestion shall not form the basi[s] assigns upon the United States. I understand that I will be considered within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

Instant suggestion does have some desirable features and warrants closer study to determine if such features outweigh disadvantages of printing and storing additional type file jackets.

RICHARD F. BATES Signature and Title SAC

(Do not write in this space - for Bureau use only)
(Encs. 3) (RM)

Richard F. Bates

Ltr of apprec
7-20-77

1 JUL 14 1977

3 - ENCLOSURE - ENC. BEHIND FILE

3 - Bureau; 3 Boston

1977

F261

Suggestion #456-77

ADDENDUM OF DOCUMENT CLASSIFICATION OFFICE (SECURITY OFFICE), RECORDS MANAGEMENT DIVISION 7/13/77 DR:lfj

The Document Classification Office (DCO) has carefully reviewed the suggestion of SA [redacted] Boston Office, which would place color-keyed and level of classification markings (i.e., "Top Secret," "Secret," and "Confidential") on file cover jackets. We do not concur with this suggestion for the following reasons: b6 b7C

1. Executive Order 11652, National Security Council and Director of Central Intelligence Directives, and the Code of Federal Regulations, all of which relate to classification markings and procedures, do not provide for specific color-keyed markings for file covers or stationery involving classified national security information. The Department of Justice has color-keyed expendable [redacted] covers for optional use to protect classified material in transit. The color-key of the Department of Justice covers, which are not suitable for file cover purposes, uses the same key as the Department of Defense. [redacted] There is no uniformity in the intelligence community. b2 b7D

2. If we color-keyed our file covers, it would necessitate changing the file cover every time material contained therein was classified, declassified, upgraded or downgraded.

3. While the Code of Federal Regulations requires the level of classification to appear on the top and bottom of the front cover page and the top and bottom of the back cover page of documents, no specific provision is made for the marking of file covers to indicate level of classification. As a policy, we have no objection to the marking of a file cover to indicate the level of classification if there is a specific reason for doing so. For practical purposes, at this time we do not believe we should institute a procedure to place the level of classification markings on all our file covers.

Based on the above, the DCO does not approve the suggestion.

LEGEND

DCO

ASD/WCB

July 20, 1977

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Boston, Massachusetts

0 files

Dear [redacted]

16

Thank you for your suggestion regarding certain procedures to be used in connection with file covers. After evaluation, your proposal is not being approved. Although we have no objection to marking a file cover to indicate the level of classification, it is not believed, for practical purposes, this procedure should be instituted for all file covers.

Although favorable action was not taken in this instance, the interest you expressed by submitting your idea to me is appreciated.

Sincerely yours, ST-115

REC-1 66-2319-281

C. M. Kelley

Clarence M. Kelley
Director

11 JUL 25 1977

MAILED 17
JUL 21 1977
FBI

2 - Boston
1 - Field personnel file
1 - Suggestion file

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

1 - Personnel file of SA [redacted]
JGW:klm
(6)

(Suggestion # 456-77)

Continued - Over

54 AUG 2 1977

MAIL ROOM ☑ TELETYPE UNIT ☐

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Boston, Massachusetts

NOTE: Suggests that file covers be color keyed and the level of classification (i.e., Top Secret, Secret, and Confidential) be placed on them. The Document Classification Office (Security Office), Records Management Division, has reviewed this suggestion and does not concur with it. A detailed addendum from this office is attached which explains why the proposal is not being approved.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Serv. | Legal Coun. |
| Assoc. Dir. | Crim. Inv. | Plan. & Insp. |
| Dep. AD Adm. | Fin. & Pers. REL/gw | Rec. Mgmt. |
| Dep. AD Inv. | Ident. | Spec. Inv. |
| | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

Employee Suggestion
FD-252 (Rev. 9-11-59)

#508-77

ST
fw

Date
July 29, 1977

To: ~~Director, FBI~~

From: (Suggester's name)

Division of Assignment
Records Management (4)

b6
b7C

SUGGESTION

Open a new subsection, subsection "B", of the files for court documents. This subsection would only apply to cases in which there are a voluminous number of pages as it would be useless for smaller cases having only 1-5 volumes. It would be treated like the sub A newspaper articles with the exception that these documents would be serialized - B1, B2. This would provide for easier retrievability.

FILES

Current practice or rule (Include manual citation as well as facts)

The current practice is to include all court documents into the file with other serials. They are scattered sporadically throughout the entire file.

Advantages of suggestion and annual savings (Include basis for estimate)

No estimate for amount of savings.

SEE ATTACHED

Disadvantages of suggestion

It would take time for the personnel in the Records Section to make up a "sub B" on files already in existence.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Research Analyst
Signature and Title of Suggester

Recommendations and comments of Division Head

66-2319-282

I recommend against adoption for reasons set forth in attached addendum.

Andrew J. Decker, Jr./WCB
Signature and Title

Assistant Director

(Do not write in this space - for Bureau use only)

Ltr of apprec
HW: Rem
8-16-77

56 AUG 24 1977

EMPLOYEE SUGGESTION

[redacted]

b6
b7C

I have noted while processing several large project cases, over 10 volumes, that it becomes extremely difficult when a case goes to trial to know what prosecutive action was taken as these documents are randomly scattered throughout all of the volumes. It has been my personal experience that information and names that I have taken out in the beginning volumes invariably turn up in a later volume as part of court testimony. The case, depending on size, either has to be completely redone or changed at that point. It would be much easier to process a case if there were a central location to store the court documents just as there is a central location for newspaper articles.

Advantages:

1. For FOIPA processing, it would give the analyst knowledge of what is public fact, which sources to protect, and a clear train of thought as to what happened in the proceedings. Being in a central location would avoid wasting a lot of time looking through the volumes of material for this information.

2. It could possibly cut down on the appeals on large cases. Being able to know, from the beginning of a case who testified to their knowledge of the case, allows the analyst to have a freer hand in the processing.

3. Occasions arise where Legal Counsel or other attorneys needs to see the court documents. By having them in A sub "B", they would have easy access to all these documents while freeing the remainder of the file for other use.

ADDENDUM: RECORDS MANAGEMENT DIVISION WLB:jtw 8-5-77

Records Management Division opposes the suggestion that subsection "B" files be made for court documents for files with more than five sections. Records Branch does not have personnel available to handle the project. A tremendous amount of work would be involved in reviewing the files and separating into sub files and would only benefit the FOIPA Section employees and only then, if a request was received for information from the files that have been separated.

Also the main section of the file would never be complete. There would be a problem in determining when the file meets the criteria to have a sub "B" section opened.

Records Branch employees in the processing units would have no way of knowing when a sub "B" section has been opened and this would create a problem in serializing the mail.

RECOMMENDATIONS:

1. That suggestion not be adopted.

2. That employee receive a letter of appreciation.

ASD/WCB

August 16, 1977

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Files

Dear [redacted]

I have received your suggestion that a new subsection be opened for certain files. After evaluation, your proposal is not being approved since it is believed any advantages that might be gained by its implementation would be outweighed by the time and expense involved in reviewing files and separating them into subsections.

Although favorable action was not taken in this instance, I appreciate the interest you expressed by submitting your idea to me.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 17
AUG 16 1977
FBI

1 Mr. Decker

ST-136 REC-1 66-2319-283

1 - Personnel file of [redacted]

GW:klm
(5)

(Suggestion #508-77)

AUG 17 1977

Continued - Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

56 AUG 24 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggests opening a new subsection, subsection "B", of the files for court documents. This subsection would only apply to cases in which there are a voluminous number of pages as it would be useless for smaller cases having only 1-5 volumes. The Records Management Division opposes the suggestion since the Records Branch does not have personnel available to handle the project. A tremendous amount of work would be involved in reviewing the files and separating into subfiles and would only benefit the FOIPA Section employees and then only if a request was received for information from the files that had been separated. Also, the main section of the file would never be complete and there would be a problem in determining when the file meets the criteria to have a sub "B" section opened. In view of the foregoing, the proposal is not being approved and suggester so advised. Views attached.

| | | |
|---|---|---|
| APPROVED: | Adm. Serv. | Legal Coun. |
| | Crim. Inv. | Plan. & Insp. |
| Director | Fin. & Pers. | Rec. Mgmt. |
| Assoc. Dir. | Ident. | Spec. Inv. |
| Dep. AD Adm. | Intell. | Tech. Servs. |
| Dep. AD Inv. | Laboratory | Training |
| | | Public Affs. Off. |

Employee Suggestion
FD-252 (Rev. 9-11-59)

#27-78

Date: 10/19/77

To: Director, FBI

From: (Suggester's name) [redacted] Files

Division of Assignment: Richmond

b6
b7C

SUGGESTION

It is suggested that FD-340a, as well as the listing of exhibits contained in pressboard wallet-type envelopes (proposed FD-340b below) and FD-192 forms (for 1-Bs) be maintained in the current volume of case file at the bottom.

Also, when the FD-340a becomes unwieldy and contents are placed in pressboard wallet-type Exhibit A envelope, that same be accomplished with the use of FD-340b (ten copies of proposed form enclosed). The use of a single-page FD-340b filed in the current volume of case file at the bottom would allow for uniformity in entering exhibits into files. A Xerox of the contents of the initial FD-340a envelope may be maintained in the current volume of the case file under FD-340b for ready reference.

Current practice or rule (Include manual citation as well as facts)

See Page 2.

Advantages of suggestion and annual savings (Include basis for estimate)

This would eliminate the constant pulling of closed volumes for filing 1-A, 1-B and Exhibit sections, as well as for benefit of Stenographers sending enclosures and Supervisory and Agent personnel reviewing same, which is an absolute daily waste of clerical manpower to the efficiency of no personnel involved and, in actuality, to the incomplete observance of a case in a current volume, it being noted that in multi-volume files, the items entered as evidence and/or exhibits is not readily available as mail is matched with the current volume, file reviews are conducted therefrom, etc. I could not begin to estimate the savings of employee time involved; in the current destruction program alone, this time saved would be tremendous.

11-7-77

Disadvantages of suggestion

None noted.

ST-137 DE-1 REC-76 66-2319-284

(The use by the United States of my suggestion shall not form the basis of assigns upon the United States. I understand that I will be considered for within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Office Services Manager (Chief Clerk)

Signature and Title of Suggester

Recommendations and comments of Division Head

I believe the suggestion has considerable merit and would make our operations more efficient and more effective and recommend favorable consideration be given to its adoption.

Charles E. Price

Special Agent in Charge — Signature and Title

(Do not write in this space - for Bureau use only)

10 ENCLOSURE - 9 detached in F+P gw

Ltr to appropriate gw 11-3-77

5 8 NOV 11 1977

Current practice or rule (Include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 3, Page 11c, 7. Exhibits, states that FD-340a manila envelope is placed at the bottom of the file under serial number 1.

Manual of Rules and Regulations, Part II, Section 3, Page 13, c. Bulky Exhibits, states that original FD-192 is filed as 1-B serial adjacent to 1-A serial, if there is one, or as the bottom serial of the first section of the file.

FD-340b (Rev. )

| Item | Date Filed | Description/Disposition |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Block Stamp:

ENCLOSURE 66-2319-284

Re: Suggestion #27-78, 10/19/77

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mk 10/27/77)

It is proposed in attached suggestion from the Richmond Office that the manila size 1-A exhibit envelope (FD-340a) and a listing (proposed form FD-340b) of other exhibits be maintained as the first item in the current volume of multi-volume files. Further, that when the FD-340a becomes unwieldly and contents are placed in pressboard wallet-type 1-A exhibit envelopes that proposed form FD-340b be executed and filed as the first item in the current volume of the case file for ready reference. Suggester feels that proposed procedures would eliminate the constant need to pull closed volumes of files for filing 1-A and bulky exhibits.

OBSERVATIONS:

The Records Systems Section (RSS) is of the opinion that proposed procedures of handling exhibits would result in a tremendous amount of extra work on the part of the Chief Clerk's Office, particularly in multi-volume files since each time a new volume is opened it would become necessary to totally dismantle and reassemble the volume being closed so those documents relating to exhibits could be transferred to the volume being opened. It is strongly felt that the present procedure of handling exhibits as set forth in the Manual of Rules and Regulations, Part II, Section 3, Page 11c, is far more efficient and superior to proposed method. The above Manual citation states in part that if the size of the exhibit permits, it is to be placed in a white exhibit envelope (form FD-340) and may be filed in investigative file in a letter-size manila envelope (form FD-340a), known as the 1-A serial and placed at the bottom of the file under serial 1. The manila envelope is to be clearly marked as to contents and shall bear file number, serial number, and date white envelope placed in manila envelope. If the number of white envelopes in the manila envelope increases to the point where the file is unwieldly, the contents may be placed in pressboard wallet-type envelopes and filed adjacent to the case file. If not practical to file with case file, the contents may be treated as a bulky exhibit. The 1-A manila envelope from which exhibits are removed must show the disposition of such exhibits; i.e. 1-A-1 through 1-A-9 tansferred to 65-1232 sub A, or 1-A-1 through 1-A-9

transferred to 65-1232-1B.

RSS is of the opinion that suggestion does not warrant favorable consideration for adoption in view of existing procedures which are considered very adequate and more efficient than those proposed, and the fact that it is permissible to retain adjacent to the pending investigative file, the file containing current record of exhibits.

RECOMMENDATION:

Recommend suggestion not be adopted.

APPROVED:

Director_____
Assoc. Dir._____
Dep. AD Adm._____
Dep. AD Inv._____

Adm. Serv._____
Crim. Inv._____
Fin. & Pers._____
Ident._____
Intell._____
Laboratory_____

Legal Coun._____
Plan. & Insp._____
Rec. Mgnt. AJD
Spec. Inv._____
Tech. Servs._____
Training_____
Public Affs. Off._____

November 3, 1977

PERSONAL

[redacted]

Federal Bureau of Investigation
Richmond, Virginia

Dear [redacted]

I have received your suggestion that certain forms be maintained as the first item in the current volume of multivolume files. After evaluation, your proposal is not being approved since it is believed that the present procedure for handling exhibits as set forth in the Manual of Rules and Regulations is the more efficient method.

Although favorable action was not taken in this instance, the thoughtfulness which you expressed by submitting your idea to me is greatly appreciated.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 5
NOV 3 1977
FBI

2 - Richmond
1 - Field personnel file
1 - Suggestion file

REC-76 66-23195-285

ST-137

1 - Personnel file of [redacted]

(6) (Suggestion #27-78)

23 NOV 7 1977

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Crim. Inv.
Fin. & Pers.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Spec. Inv.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Secy

MAIL ROOM ☐ TELETYPE UNIT ☐

Continued - Over

[redacted]

b6
b7C

Federal Bureau of Investigation
Richmond, Virginia

NOTE: Suggests that FD-340a, as well as the listing of exhibits contained in pressboard wallet-type envelopes (proposed Form FD-340b) and FD-192 forms (for 1-Bs) be maintained in the current volume of case file at the bottom. The Records Systems Section, Records Management Division, is of the opinion that proposed procedures of handling exhibits would result in a tremendous amount of extra work on the part of the Chief Clerk's Office, particularly in multivolume files since each time a new volume is opened it would become necessary to totally dismantle and reassemble the volume being closed so those documents relating to exhibits could be transferred to the volume being opened. It is strongly believed that the present procedure of handling exhibits as set forth in the Manual of Rules and Regulations is far more efficient and superior to proposed method. The Records Management Division recommends that suggestion not be approved, and the detailed views of that division are attached.

| | | |
|---|---|---|
| APPROVED: | Adm. Serv. | Legal Coun. |
| Director | Crim. Inv. | Plan. & Insp. |
| Assoc. Dir. | Fin. & Pers. RE/jw | Rec. Mgnt. ASD/WCB |
| Dep. AD Adm. | Ident. | Spec. Inv. |
| Dep. AD Inv. | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

Employee Suggestion
FD-252 (Rev. 9-11-59)

# 150-78

Date: 2/3/78

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: ALBUQUERQUE

b6
b7C

SUGGESTION

It is suggested that the Bureau adopt the policy of having the file jacket stamped as indicated below in investigative matters wherein ELSUR has taken place:

H5

ELSUR-DO NOT CONSOLIDATE-DO NOT DESTROY

Files

Current practice or rule (Include manual citation as well as facts)

The only rule in existence is that ELSUR files are not destroyed under the destruction program.

Advantages of suggestion and annual savings (include basis for estimate)

This will prevent the file from being destroyed during routine file destruction. It is noted that the tapes from ELSUR are not maintained in the file; however, transcripts are, and it could become necessary to have to transcribe all tapes over again should the subject of the investigation inquire about ELSUR during a court procedure. This procedure is in effect in the Albuquerque Office and works very satisfactorily

V-43 DE-65 REC-70 66-3319-286

ST-124

FEB 6 1978

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the basis of a further c assigns upon the United States. I understand that I will be considered for any justifi within two years after submission.)

☒ Mr. [redacted]

[redacted] Signature and Title of Suggester SA

Recommendations and comments of Division Head

This suggestion appears to have merit and I recommend its adoption.

V-81 RECEIVED

FORREST S. PUTMAN Signature and Title SAC

FEB 8 3 33 PM '78

(Do not write in this space - for Bureau use only)

Ltr of Appre 3-1-78

GW 5.8 MAR 9 1978

1-140

THREE

Re: Suggestion #150-78, 2/3/78

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:mk 2/10/78)

It is proposed in attached suggestion from the Albuquerque (AQ) Office that policy be established to require that file jackets be stamped "ELSUR - DO NOT CONSOLIDATE - DO NOT DESTROY" in those instances where the investigative file reflects ELSUR activity. Suggester feels this procedure would eliminate accidental and premature destruction of ELSUR material during the on-going mandatory file destruction program.

OBSERVATIONS:

Representatives of the Records Systems Section, Records Management Division, are aware that suggested and/or similar procedures are already being utilized in other field offices in order to avoid the premature destruction of ELSUR material. It is therefore believed to be unnecessary to to institute a mandatory policy requiring the stamping of file covers as suggested. However, it is felt that since this procedure appears to be working well for AQ, they should be permitted to continue.

RECOMMENDATIONS:

That AQ be permitted to continue suggested procedure in their office. However, it is recommended that procedure not be established as a field-wide policy.

APPROVED:

Director _____
Assoc. Dir. _____
Dep. AD Inv. _____
Dep. AD Adm. _____
Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan & Insp. _____
Rec. Mgnt. HJB
Spec. Inv. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

March 1, 1978

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Albuquerque, New Mexico

Dear [redacted]

Your suggestion has been received that policy be established to require that certain file jackets be stamped in a particular manner. After evaluation, it has been determined that suggested and/or similar procedures are already being utilized in other field offices; therefore, it is believed to be unnecessary to institute a mandatory policy requiring such a procedure. However, since this method appears to be working well for your office, it may be continued.

The interest you expressed by submitting your idea to me is greatly appreciated.

Sincerely yours,

William H. Webster
Director

MAILED 14
MAR 1 - 1978
FBI

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

2 - Albuquerque
1 - Field personnel file
1 - Suggestion file

SI-124 REC-70 66-2319-287

MAR 3 1978

1 - Personnel file of SA [redacted]

GW:njw
(6)

(Suggestion #150-78)

MAIL ROOM 1978

Continued - Over

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Albuquerque, New Mexico

NOTE: Suggests Bureau adopt policy of having the file jacket stamped "ELSUR-DO NOT CONSOLIDATE-DO NOT DESTROY" in investigative matters wherein ELSUR has taken place. Suggester advises procedure is in effect in Albuquerque Office and works very satisfactorily. The Records Management Division notes that representatives of the Records Systems Section are aware that suggested and/or similar procedures are already being utilized in other field offices in order to avoid the premature destruction of ELSUR material. It is, therefore, believed to be unnecessary to institute a mandatory policy requiring the stamping of file covers as suggested. However, it is believed that since this procedure appears to be working well for Albuquerque they should be permitted to continue. The Records Management Division recommends that Albuquerque be permitted to continue suggested procedure in their office. However, it is recommended that procedure not be established as a fieldwide policy. Views attached.

| APPROVED: | | Adm. Serv. REJ/JW | | Legal Coun. | |
|---|---|---|---|---|---|
| Director | | Crim. Inv. | | Plan. & Insp. | |
| Assoc. Dir. | | Ident. | | Rec. Mgnt. | |
| Dep. AD Adm. | | Intell. | | Tech. Servs. | |
| Dep. AD Inv. | | Laboratory | | Training | |
| | | | | Public Affs. Off. | |

b6
b7C

May 9, 1978

OUTSIDE SOURCE

[redacted]

[redacted]

FILES

Dear [redacted]

As the result of Invitation for Bids Number 2083 for Letter Size File Backs, Contract Number J-FBI-7827 has been awarded to The Shaw-Walker Company for the total amount of $23,400.00. The award was made to the lowest, responsive and responsible bidder.

Your interest in this procurement is appreciated, and we look forward to your participation in future solicitations.

Very truly yours,

MAILED 7
MAY 9 1978
FBI

Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division
Contracting Officer

EX-101 REC-26 66-2319-288
DE-16

22 MAY 11 1978

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

NOTE: Based on Federal Procurement Regulation Section 1-2.408 regarding notification of unsuccessful offerors.

RJS: vmw*
(30) vmw

MAIL ROOM

APPROVED:
Director ____
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Adm. Serv. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____

FBI/DOJ

May 9, 1978

[redacted] b6 b7C

OUTSIDE SOURCE

[redacted]

O. FILES

Dear [redacted]

As the result of Invitation for Bids Number 2083 for Letter Size File Backs Contract Number J-FBI-7827 has been awarded to The Shaw-Walker Company for the total amount of $23,400.00. The award was made to the lowest, responsive and responsible bidder.

Your interest in this procurement is appreciated, and we look forward to your participation in future solicitations.

Very truly yours,

MAILED 7
MAY 9 1978
FBI

Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division
Contracting Officer

66-2319-289

EX-101 DE-16 REC-45 MAY 11 1978

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

NOTE: Based on Federal Procurement Regulation Section 1-2.408 regarding notification of unsuccessful offerors.

RJS:vmw* (3)

MAY 23 1978
MAIL ROOM

APPROVED:

Director ____
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Adm. Serv. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____

FBI/DOJ

May 9, 1978

[redacted]

b6
b7C

OUTSIDE SOURCE

[redacted]

Dear [redacted]

As the result of Invitation for Bids Number 2083 for Letter Size File Backs, Contract Number J-FBI-7827 has been awarded to The Shaw-Walker Company for the total amount of $23,400.00. The award was made to the lowest, responsive and responsible bidder.

Your interest in this procurement is appreciated, and we look forward to your participation in future solicitations.

Very truly yours,

V-35 REC-114 DE-72 66-2319-290

Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division
Contracting Officer

MAILED 7
MAY 9 1978
FBI

20 MAY 11 1978

EPI 123

NOTE: Based on Federal Procurement Regulation Section 1-2.408 regarding notification of unsuccessful offerors.

RJS:vmw*
(3) vmw

70 JUN 7 1978
118

MAIL ROOM

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

APPROVED:

Director ____
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Adm. Serv. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____

FBI/DOJ

b6
b7C

May 9, 1978

OUTSIDE SOURCE

[redacted]

[redacted]

Dear [redacted]

As the result of Invitation for Bids Number 2083 for Letter Size File Backs, Contract Number J-FBI-7827 has been awarded to The Shaw-Walker Company for the total amount of $23,400.00. The award was made to the lowest, responsive and responsible bidder.

Your interest in this procurement is appreciated, and we look forward to your participation in future solicitations.

Very truly yours,

Jay Cochran, Jr.
Assistant Director FBI
Technical Services Division
Contracting Officer

MAILED 7
MAY 9 1978
FBI

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Secty.

NOTE: Based on Federal Procurement Regulation Section 1-2.408 regarding notification of unsuccessful offerors.

RJS: vmw*
(3)

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec Mgnt.
Tech. Servs.
Training
Public Affs. Off.

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 9-11-59)

1353-78

Date 6/15/78

b6
b7C

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | | Div. IV, Records Services |

SUGGESTION

That a notice be posted in individual offices stating which drawers and cabinets in that office a locate clerk has or does not have access to. (Cabinets could be numbered and listed as such.)

Files

Current practice or rule (Include manual citation as well as facts)

Not applicable

Advantages of suggestion and annual savings (Include basis for estimate)

It will serve as an aide to locate clerks who can then define an area, and systematically search and eliminate those areas "off limits." Often there is tension among supervisors about locate clerks looking in drawers, containing other than personnel mail and files.

Searching for files + mail

Disadvantages of suggestion

None foreseen

EX-125
DE-71 REC-4
V-39
66-2319-292

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for a[illegible] is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Clerk

Signature and Title of Suggester

Recommendations and comments of Division Head

RECEIVED 23 AUG 1 1978

Suggestion appears to have merit and favorable consideration should be given to this matter.

Signature and Title

(Do not write in this space - for Bureau use only)

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION PAGE 2

Lett. of appre., D Circ. 10 - 7-26-78

54 AUG 14 1978

FBI/DOJ

Re: Suggestion, 6/15/78

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (HRS:bpr 6/27/78)

Supervisory personnel in the Personnel Records Subunit recognize that there is a problem for their locate clerks in some offices where they have a need to contact and search for files and mail they have been requested to find. The Supervisors of the Subunit are of the opinion that the offices involved should make the decision which method is best for them to inform locate clerks, by labeling cabinets or some other method, where they are free to search or where they are restricted.

Records employees should be instructed to be diplomatic in making contacts along with being instructed on locating procedures.

The views of the Administrative Services Division and other interested divisions should be solicited.

RECOMMENDATION:

That the suggestion be referred to other divisions for their views.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Serv. | Legal Coun. |
| Assoc. Dir. | Crim. Inv. | Plan. & Insp. |
| Dep. AD Adm. | Ident. | Rec. Mgnt. HNB |
| Dep. AD Inv. | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

Suggestion #353-78

ADDENDUM: INTELLIGENCE DIVISION (INTD) 7/13/78 GGA:jpm

This suggestion recommends that FBIHQ Supervisors, in those cases where such action is deemed necessary, appropriately mark safes containing such sensitive materials that locate clerks should not have access. Based on the fact of this suggestion, it would appear that certain problems have arisen where locate clerks have sought files among FBIHQ Supervisor's work or safes.

INTD does not feel that such a "system" should be inaugurated. An implementation of this proposal would immediately flag those safes holding the most sensitive materials of this Bureau, thus contributing at least to some extent to a lessening of security. Secondly, it is felt that any problems that may have arisen in this regard will have been a result of a lack of tact or consideration, either on the part of the FBIHQ Supervisor or the locate clerk. It should not be necessary to take the necessary steps to implement this suggestion in order to alleviate a problem of this type. In any event, all FBIHQ Supervisors are aware of the locate clerks responsibilities, and that these responsibilities require them to have access to virtually all work areas. In those few cases where a Supervisor insists that certain materials be kept secure at all times, because of the sensitivity of the documents, he should understand that it is his responsibility to keep these documents secure in whatever method he deems to be appropriate and necessary under Bureau regulations.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.

Suggestion #353-78

ADDENDUM OF THE IDENTIFICATION DIVISION: RJS:mq 7/18/78

Identification Division maintains individual administrative folders on Division personnel which are generally sufficient to handle arising personnel matters. Requests for and holding of Bureau personnel files of Identification Division employees are limited and principally would be called for the Division Front Office. Therefore, this Division recommends locate clerks consult with the Division Personnel Office when attempting to locate personnel mail believed charged to the Identification Division.

APPROVED:

Director
Assoc. Dir.
Dep AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident. CTV
Int'l.
Laboratory

Legal Coun.
Plan & Insp.
Rec. Mgmt.
Tech. Servs.
Training
Public Affs. Off.

#353-78

ADDENDUM: ADMINISTRATIVE SERVICES DIVISION RL:kld 7/14/78

The Applicant and Placement Unit concurs with the attached suggestion.

A notice posted in individual offices defining the cabinets and drawers in which the locate clerks have access can result in two advantages.

First, the locate clerks will have defined areas of responsibility which will enable them to perform their duties in a more efficient manner. They will not have to conduct searches in areas where there is little chance of locating personnel mail and files.

Secondly, there will be a reduction in tension among supervisors and locate clerks resulting from searches in cabinets and drawers containing items other than personnel mail and files.

RECOMMENDATION: That the attached suggestion be approved and implemented.

JDP/pc SRB

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Ser.
Crim. Inv.
Ident.
Intel.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

Suggestion #353-78

Re: Suggestion, 6/15/78

LABORATORY ADDENDUM (PWP/SJA:ljs* 7/11/78)

Although there is a need to implement proposed suggestion in other divisions, laboratory section chiefs and administrative subunit supervisors maintain that it is seldom necessary for locate clerks to conduct their own searches because examiners and laboratory clerks are usually willing to conduct searches on behalf of the locate clerks. When it does become necessary for locate clerks to conduct their own searches, they already know, for the most part, what drawers and cabinets are accessible to them.

The option of providing additional space, i.e. a special drawer for the locate clerk is seen as impractical because of limited space conditions due to the storage of laboratory equipment and other research materials. However, the drawer in which examiners have hitherto stored files could be labelled as accessible to locate clerks if this can facilitate locate searches.

There are some questions regarding the notices which would be posted in the event this suggestion is approved. Who would provide the notices--Records Services, or individual agents and examiners? Where would they be posted?

Perhaps, this problem could best be solved if locate clerks made it a habit to inquire about accessibility before they conduct searches.

Suggestion #353-78

ADDENDUM OF TECHNICAL SERVICES DIVISION: KTB:jo 7/11/78

The Technical Services Division interposes no objection to this suggestion if it is determined that such a procedure will be of assistance to locate clerks. Note that in most instances where such activity occurs there are communications of a sensitive nature which we do not wish to have perused during the course of a locate inquiry. For that reason, we would anticipate continuing with our present policy of having our employees work jointly with the locate clerks in an attempt to find a specific document.

| | | |
|---|---|---|
| APPROVED: | Adm. Serv. | Legal Coun. |
| | Crim. Inv. | Plan. & Insp. |
| Director | | Rec Mgnt. |
| Assoc. Dir. | Ident. | Tech. Servs. |
| Dep. AD Adm. | Intell. | Training |
| Dep. AD Inv. | Laboratory | Public Affs. Off. |

RE: Suggestion #353-78, 6/15/78

ADDENDUM OF CRIMINAL INVESTIGATIVE DIVISION, (BRB:bam, 7/11/78)

RECOMMENDATION: The various Sections of Division 6 recommend that the locate clerk seek the assistance of the occupant(s) of the Division 6 space in question to determine if, in fact, certain cabinets are unavailable for search purposes.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec Mgnt.
Tech. Servs.
Training
Public Affs. Off.

Suggestion #353-78

ADDENDUM LEGAL COUNSEL DIVISION JCF:nls 7/7/78

Legal Counsel Division has no objection to designating a certain cabinet drawer in its various offices where personnel files and related materials may be stored. This would enable Locate Clerks to have access to such a drawer should it become necessary. However, Legal Counsel staff will continue to afford every assistance to all Locate Clerks searching for such materials.

| APPROVED: | | |
|---|---|---|
| Director | Adm. Serv. | Legal Coun. |
| Assoc. Dir. | Crim. Inv. | Plan. & Insp. |
| Dep. AD Adm. | Ident. | Rec Mgnt. |
| Dep. AD Inv. | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

July 26, 1978

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D.C.

Files

Dear [redacted]

I have received your suggestion regarding a certain procedure to aid locate clerks in their search for files and mail. After evaluation, your proposal is not being approved since it is believed cabinets should not be "flagged" as to their content for security reasons. In most instances, locate clerks have access to work areas, and in those few cases where certain materials must be kept secure and locate clerks do not have access, employees assigned to that area assist in searching for files and mail.

Although favorable action was not taken in this instance, the interest you expressed by submitting your idea to me is appreciated.

V-39
Sincerely yours,
DE-71
William H. Webster

William H. Webster
Director

MAILED 12
AUG 1 1978
FBI

EX-125
REC-4
66-2319-293

23 AUG 1 1978

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

1 - Mr. Bassett
1 - Personnel file of [redacted]
GW:njw
(5)

(Suggestion #353-78)

Continued - Over

54 AUG 14 1978

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D.C.

NOTE: Suggests a notice be posted in individual offices stating which drawers and cabinets in that office are accessible to locate clerks. The Legal Counsel and Planning and Inspection Divisions have no objections to this suggestion. The Criminal Investigative Division recommends that the locate clerk seek the assistance of the occupants of the division space in question to determine if, in fact, certain cabinets are unavailable for search purposes. The Technical Services Division interposes no objection to this proposal. However, they note that in most instances where such activity occurs there are communications of a sensitive nature which should not be perused during the course of a locate inquiry. For that reason, the present policy of having their employees work jointly with the locate clerks will be continued. The Laboratory Division notes although there is a need to implement proposal in other divisions, Laboratory section chiefs and administrative subunit supervisors maintain that it is seldom necessary for locate clerks to conduct their own searches because examiners and laboratory clerks are usually willing to conduct searches on behalf of the clerks. When it does become necessary for locate clerks to conduct their own searches, they already know, for the most part, what drawers and cabinets are accessible to them. The Administrative Services Division concurs with the suggestion. The Identification Division recommends that locate clerks consult with the division Personnel Office when attempting to locate personnel [redacted] mail believed charged to the Identification Division. The Intelligence Division does not believe that suggestion should be inaugurated. An implementation of this proposal would immediately flag those safes holding the most sensitive materials of this Bureau, thus contributing at least to some extent to a lessening of security. FBIHQ Supervisors are aware of the locate clerks' responsibilities and that these responsibilities require them to have access to virtually all work areas. In those few cases where a supervisor insists that certain materials be kept secure at all times, because of the sensitivity of the documents, he should understand that it is his responsibility to keep these documents secure in whatever method he deems to be appropriate and necessary under Bureau regulations. In view of the foregoing, especially the strong opposition by the Intelligence Division and the comments from the Technical Services and Laboratory Divisions, it is recommended that this suggestion not be approved. Views attached.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

Employee Suggestion
FD-252 (Rev. 9-14-59)

#434-78

Date: 9/5/78

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: MEMPHIS

b6
b7C

SUGGESTION

I suggest that the policy of recharging serials be withdrawn.

Files

Current practice or rule (Include manual citation as well as facts)

According to the Manual of Administrative Operations and Procedures, Part II, Section 2, paragraph 2-4.3.4, serials must be recharged at the end of 60 days and every 60 days thereafter if necessary.

Advantages of suggestion and annual savings (Include basis for estimate)

Recharging serials offers little or no benefit to administration of files within an FBI Division. Further, recharging does not insure the security of serials. With the current climate of emphasis on white collar investigations, files become voluminous and complicated. An Agent working in a Resident Agency, by the nature of the organization, maintains a large number of serials for reference, especially in white collar crime matters. Considering the critical shortage of Agent manhours throughout the Bureau it appears obvious that the requirement each serial be recharged each 60 days is not cost effective. This recharging requires an audit of each serial in possession of the Agent, which is unproductive time. This procedure (continued page 2)

Disadvantages of suggestion

None

(The use by the United States of my suggestion shall not form the ba[redacted], or assigns upon the United States. I understand that I will be consider[redacted] adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Mis[redacted]

Signature and Title of Suggester

66-2379-294

Recommendations and comments of Division Head

See addendum.

EX-124
SEP 11 1978
V-52
REC-28-24
SEP 11 1978
10-3

SAC

Signature and Title

(Do not write in this space - for Bureau use only)

Letter of appreciation
Gwinyard
10-2-78

Thanks
Gwinyard

62-116811 1978

2-Bureau
2-Memphis (1-66-1663) (1-Personnel File - SA [redacted])

also impacts upon clerical personnel maintaining the files at Headquarters. The basic chargeout system appears to provide accountability for serials in Bureau files; however, once the accountability is established, recharging seems to serve no useful purpose worthy of the enormous amount of manhours currently devoted to that program. There are no statistics available to estimate savings.

ADDENDUM RHB:tjm 9/5/78

The suggestion of SA [redacted] should receive serious consideration as the priorities of FBI investigations have changed and as we become more and more involved in the highly complex investigations the need to retain serials for an extensive period of time also increases. The system for charging out serials insures accountability and there appears that once this accountability is established the recharging of serials lends very little to security or accountability. As required by existing instructions, each Agent must undergo a thorough file review by his supervisor at least once every 60 days. This file review requires that the Agent and the supervisor thoroughly review the cases currently assigned to that Agent. Those serials that need not be retained would be returned at that time. There appears to be no logical reason to require that an Agent either return or recharge a serial every 60 days when it is obvious that they must be retained as an aid in the investigation or prosecution. It appears his suggestion would save valuable Agent manhours, as well as clerical time, both of which are in critical short supply.

b6
b7C

Suggestion #434-78

ADDENDUM OF OFFICE OF INSPECTIONS,
PLANNING AND INSPECTION DIVISION
[redacted] bhg, 9/26/78)

b6
b7C

The Office of Inspections, Planning and Inspection Division, does not agree with the adoption of this suggestion. One of the most important management tools available to the supervisor is a 60-day file review. If the Agents are allowed to keep serials for an unlimited time, many pertinent serials would not be in the file when the review is conducted. The Agents are now allowed to keep the file for 60 days and, if necessary, to recharge same. It is a simple procedure and we feel a necessary administrative control for the efficient maintenance of our filing system.

October 2, 1978

PERSONAL

[redacted]

Federal Bureau of Investigation
Memphis, Tennessee

b6
b7C

Files

Dear [redacted]

I have received your suggestion that our policy of recharging serials every sixty days be discontinued. After consideration, your proposal is not being approved since one of the most important management tools available to the supervisor is the sixty-day file review, and if serials are charged out for an unlimited time, many pertinent serials would not be in file when the review is conducted. It is believed the simple procedure of recharging serials is a necessary administrative control for the efficient maintenance of our filing system.

The thoughtfulness you expressed by submitting your idea to me is indeed appreciated although favorable action was not taken in this instance.

V-52 DE-24

Sincerely yours,

EX-124 66-2319-295

William H. Webster REC-70

2 OCT 3 1978

William H. Webster
Director

MAILED 7
OCT 2 1978
FBI

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

2 - Memphis
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]

GW:njwmp (6)

(Suggestion #434-78)

MAIL ROOM

61 OCT 11 1978

Continued - Over

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Memphis, Tennessee

NOTE: Suggests policy of recharging serials be withdrawn. Serials must be recharged at the end of 60 days and every 60 days thereafter if necessary. The Office of Inspections, Planning and Inspection Division, does not agree with the adoption of this suggestion. One of the most important management tools available to the supervisor is a 60-day file review. If the agents are allowed to keep serials for an unlimited time, many pertinent serials would not be in the file when the review is conducted. The agents are now allowed to keep the file for 60 days and, if necessary, to recharge same. It is a simple procedure and the Office of Inspections believes it is a necessary administrative control for the efficient maintenance of our filing system. It is recommended this suggestion not be approved. Views attached.

| APPROVED: | Adm. Serv. BEL/gw | Legal Coun. |
|---|---|---|
| | Crim. Inv. 78 | Plan. & Insp. LO |
| Director | Ident. | Rec. Mgnt. |
| Assoc. Dir. | Intell. | Tech. Servs. |
| Dep. AD Adm. | Laboratory | Training |
| Dep. AD Inv. | | Public Affs. Off. |

Employee Suggestion
FD-252 (Rev. 9-11-59)

#114-79

Date: December 14, 1978

To: Director, FBI

From: (Suggester's name)

Division of Assignment: 4

b6
b7C

SUGGESTION
That attached 3 x 5 card be adopted as a new Bureau form and afforded a new Bureau form number.

O
Files

Current practice or rule (Include manual citation as well as facts)
Attach temporary unofficial notice to the front of Field Office file. No mannual citation. (See attached page)

Advantages of suggestion and annual savings (Include basis for estimate)
1) Create an efficient and uniform method for handling FBI Field Office files that have been sent to Headquarters.

2) Reduce possibility of misplacing of Field Office files at Headquarters (i.e. misfiling Field Office files into Bureau filing system).

3) Expenditure of clerical time attempting to locate misplaced files would be reduced.

EX-114 REC-69 66-2319-296

Disadvantages of suggestion
None known.

JAN 26 1979

DIVISION

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, assigns upon the United States. I understand that I will be cons stion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐

LEGAL TECHNICIAN
gester

Recommendations and comments of Division Head
Above will insure uniformity and efficiency in handling Field Office files at FBIHQ and I recommend adoption.

Asst. Director
Name and Title Records Management Division.

(Do not write in this space - for Bureau use only)

Lett. of apprec.
61 FEB 2 1979

SEE RMD ADDENDUM PAGE 3

3 - ENCLOSURE

FBI/DOJ

Attachment to Suggestion of [redacted] December 14, 1978

b6
b7C

Frequently in civil litigation and FOI/PA matters it is necessary that original Field Office files be sent to FBIHQ for processing and excision prior to release. Receipt and storage of these files while at FBIHQ presents a very real problem due to the fact that the file jackets used by FBIHQ and Filed Offices are virtually identical in size and appearance, which makes intermingling them with FBIHQ files very easy, difficult to detect, and extremely time consuming to retrieve. Instances of this intermingling have occurred in the past resulting in the expenditure of excessive amounts of clerical resources to locate them and delay in the processing and excision of documents.

In an effort to preclude Field Office files becoming intermingled with FBIHQ files a blue card, prepared on an individual unit or section basis, is currently being stapled to the front cover of each section of the Field Office files when recieved. A copy of the card presently in use is attached.

The current practice is deemed undesirable since it lacks uniformity and is temporary in nature while civil litigation and FOI/PA requests are escalating as is the number of Field Office files being received at FBIHQ.

Attached is a format that is being proposed as a new Bureau form with the flexibility of being used by either the Special Projects Review Unit, the Special Case Review Unit, or FOIA. Should this form be adopted it would be printed on blue 3" x 5" card stock to enhance its visibility.

RE: Suggestion

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (TBD:ssj 1/15/79)

It is proposed in attached suggestion from the FOIPA Branch, Records Management Division, that a 3 x 5 card form (sample attached) be designed to facilitate the labeling of field office files received at FBIHQ for processing relative to FOIPA matters.

OBSERVATIONS:

The FOIPA Branch, Records Management Division (RMD), currently is considering the use of a stamp (sample attached) to mark field office files in an effort to preclude intermingling with FBIHQ files. The Records Systems Section (RSS), RMD, is of the opinion that the stamp is a better method of marking the files since a card affixed to the file front can easily become detached causing a need for constant replacement and/or repair. The FOIPA Branch is evaluating the various stamp formats with respect to which one will best serve their need and upon making a selection will submit an appropriate communication recommending that the use of the stamp be implemented. This is being coordinated with the Records Systems Section, RMD.

RECOMMENDATION:

Recommend suggestion not be adopted.

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt. HN13/91
Tech. Servs.
Training
Public Affs. Off.

COPIED FOR
FOIPA
JAN 3 1979 BY

COPIED FOR
FOIPA
NEW YORK FIELD OFFICE

NEW YORK FIELD OFFICE
COPIED FOR
FOIPA
DURING LITIGATION IN 1977, 78.

NEW YORK FIELD OFFICE
COPIED FOR
FOIPA
RE: JULIUS ROSENBERG ET. AL.

NEW YORK FIELD OFFICE
COPIED FOR
FOIPA
RE: See HQ 197-254.

ENCLOSURE 66-2319-296

FIELD OFFICE FILE

DO NOT PLACE IN FBI HEADQUARTERS FILES

RETURN TO _____

ROOM _____

Proposed Format.

ENCLOSURE 66-2319-296

QD 8

[redacted]

FIELD OFFICE FILE

DO NOT FILE IN FBI HEADQUARTERS FILES

RETURN TO SPRU
ROOM 5434

FBI/DOJ

[redacted]

CARD CURRENTLY IN USE.

ENCLOSURE 66-2319-296

January 25, 1979

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D.C.

0 Files

Dear [redacted]

I have received your suggestion that a form be designed to facilitate the labeling of field office files received at FBI Headquarters for processing in certain matters. After evaluation, your proposal is not being approved since a card affixed to the file front can become detached causing a need for constant replacement and/or repair, and it is believed a stamp is the best method of marking these files.

Although favorable action was not taken in this instance, the thoughtfulness you expressed by submitting your idea to me is appreciated.

MAILED 6
JAN 25 1979
FBI

Sincerely yours,

William H. Webster

William H. Webster
Director

EX-114 REC-69 66-2319-297 DE-23 V-23

2 JAN 26 1979

1 - Mr. Bassett

1 - Personnel file of [redacted]

GW:njw
(5)

(Suggestion #114-79)

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

7123

FEB 2 1979 MAIL ROOM

Continued - Over

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggests a 3 x 5 card form be designed to facilitate the labeling of field office files received at FBIHQ for processing relative to FOIPA matters. The FOIPA Branch, Records Management Division, currently is considering the use of a stamp to mark field office files in an effort to preclude intermingling with FBIHQ files. The Records Systems Section, Records Management Division, is of the opinion that the stamp is a better method of marking the files since a card affixed to the file front can easily become detached causing a need for constant replacement and/or repair. The FOIPA Branch is evaluating the various stamp formats with respect to which one will best serve their need and upon making a selection will submit an appropriate communication recommending that the use of the stamp be implemented. In view of the foregoing, it is recommended that this suggestion not be approved.

| APPROVED: | Adm. Serv. | Legal Coun. |
|---|---|---|
| Director | Crim. Inv. | Plan. & Insp. |
| Assoc. Dir. | Ident. | Rec. Mgnt. |
| Dep. AD Adm. | Intell. | Tech. Servs. |
| Dep. AD Inv. | Laboratory | Training |
| | | Public Affs. Off. |

Employee Suggestion
FD-25 (Rev. 9-11-59)

#157-79

Date: January 16, 1979 b6 b7C

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Records Management

SUGGESTION There has been a marked increase in the number of field office files being forwarded to FBI Headquarters for processing pursuant to the Freedom of Information-Privacy Acts (FOIPA). In order to facilitate the handling of these field office files it is suggested that the file cover for each volume received at FBI Headquarters be stamped indicating it is a field office file and that it has been processed pursuant to the FOIPA. It is suggested that the stamp be rectangular in shape, approximately 3½ x 1½ inches and set forth the following information:

0 Bureau Files

FIELD OFFICE FILE: (Large Letters)
FOIPA PROCESSED: (Smaller Letters)

The stamp would be used to place this information, permanently on the face of each individual field office file cover and it would be highlighted by using black ink.

Current practice or rule (Include manual citation as well as facts) There is no current Bureau wide policy to identify field office files in order to distinguish them from HQ files nor is there any notation made to the effect that a field office file has been processed pursuant to the FOIPA.

Advantages of suggestion and annual savings (include basis for estimate) During that period of time field office files are being processed at Headquarters this stamp would make individual volumes readily recognizable as field office volumes thereby decreasing the possibility of a volume being inadvertently commingled with Headquarters files. This would insure better control of field office files at Headquarters and save countless hours attempting to locate these files in the Headquarters records system.

continued - page 2

Disadvantages of suggestion
None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] if my suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Research Analyst
Signature and Title of Suggester

Recommendations and comments of Division Head

EX-113
REC-47 66-2319-298

Signature and Title

(Do not write in this space - for Bureau use only)

Addendum of RECORDS MANAGEMENT DIVISION Page 3. 17 JAN 30 1979

ltr. 2 approved, 66FEB 8 1979
1-26-79

THREE

FBI/DOJ

Advantages of suggestion and annual savings (include basis for estimate). - continued.

Upon return of the file to the field office the stamp would alert field office personnel that the file had been processed pursuant to FOIPA. Thereby avoiding the possible reprocessing of the file at the field office level.

Although it is not possible to compute dollar figures reflecting savings, implementation of the suggestion undoubtedly will save countless hours in search time as well as lessening the chance of duplicative effort. This would decrease the possibility of a file having been processed pursuant to FOIPA at Headquarters later being processed in the field office.

RE: Suggestion dated 1/16/79, From [redacted]

b6
b7C

ADDENDUM OF RECORDS MANAGEMENT DIVISION (RMD) (TBD:lrm 1/18/79)

It is proposed in attached suggestion from the Freedom of Information-Privacy Acts (FOIPA) Branch, Records Management Division, that Field Office files forwarded to FBIHQ for processing pursuant to FOIPA be stamped indicating it is a Field Office file and that it has been processed pursuant to the FOIPA. The stamp would be placed on the cover of each file and volume thereof causing these files to be readily recognizable as a Field Office file thereby substantially decreasing the possibility of becoming inadvertently commingled with the FBIHQ files. Upon return of the file to the Field Office the stamp would alert Field Office personnel that the file had been processed pursuant to FOIPA and avoid the possibility of reprocessing of the file at the Field Office level.

OBSERVATIONS:

The Records Systems Section, Records Management Division, concurs with suggestion. If adopted FOIPA Branch, RMD, should make arrangements to acquire a suitable stamp and assume the responsibility of appropriately marking those Field Office files that are received at FBIHQ for processing pursuant to FOIPA.

RECOMMENDATIONS:

Recommend suggestion be adopted.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Serv. | Legal Coun. |
| Assoc. Dir. | Crim. Inv. | Plan. & Insp. |
| Dep. AD Adm. | Ident. | Rec. Mgnt. |
| Dep. AD Inv. | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

January 26, 1979

PERSONAL

[redacted]

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Bureau Files

Dear [redacted]

I have received your suggestion that field office files which are forwarded to Headquarters for processing pursuant to the Freedom of Information and Privacy Acts be stamped in a particular manner to designate them as field files. After evaluation, I am pleased to advise you that your proposal has been approved, and steps will be taken to place it into effect in the near future.

The interest you expressed by submitting your idea to me is appreciated.

MAILED 7
JAN 26 1979
FBI

Sincerely yours,

William H. Webster

EX-113

William H. Webster
Director

66-2319-299

1 - Mr. Bassett

V3 DE-50 REC-47

1 - Personnel file of [redacted]

JAN 30 1979

GW:njw
(5)

(Suggestion #157-79)

NOTE: Suggests that field office files forwarded to FBIHQ for processing pursuant to FOIPA be stamped indicating they are field files and that they have been processed pursuant to the FOIPA. The Records Management Division recommends this suggestion be approved, and if adopted, the FOIPA Branch should make arrangements to acquire a suitable stamp and assume the responsibility of appropriately marking those field office files that are received at FBIHQ for processing pursuant to FOIPA.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

FEB 8 1979
MAIL ROOM

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

FBI/DOJ

UNITED STATES GOVERNMENT

# Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett HJB/JA

DATE: 3/13/79

FROM : J. Cochran, Jr. JC/DS

SUBJECT: FILE FRONTS AND BACKS

Files

## PURPOSE:

To advise that stock replenishment guidelines deem that procurement of the plain file fronts (Stock Number D-2000) be initiated immediately; however, no decision has been made by your Division as to the standard size regarding same.

## RECOMMENDATION:

That your Division advise the Property Procurement and Management Section immediately as to what your proposed size on all file fronts and backs will be. This is necessary for replenishment of stock items of this nature.

| APPROVED: | Adm. Serv. ____ | Legal Coun. ____ |
|---|---|---|
| | Crim. Inv. ____ | Plan. & Insp. ____ |
| | | Rec Mgnt. ____ |
| Director ____ | Ident. ____ | Tech. Servs. ____ |
| Assoc. Dir. ____ | Intell. ____ | Training ____ |
| Dep. AD Adm. ____ | Laboratory ____ | Public Affs. Off. ____ |
| Dep. AD Inv. ____ | | |

## DETAILS:

Through action taken by the Congress of the United States Joint Committee on Printing, the new standard size of Government stationery will be $8\frac{1}{2}$ x 11 inches, effective 1/1/80 (memorandum Mr. Cochran to Mr. McDermott dated 1/23/79).

66-2319-300

VLM:blc (3)

EX-112 REC-139

6 MAR 28 1979

1 - [redacted]

b6
b7C

33 MAY 09 1980

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

February 11, 1976

PERSONAL

REC-65 66-2319-273

EX 104

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you very much for the suggestion that certain additional information be placed on Form 4-49. I am pleased to advise you this proposal is being adopted and extended to include this data on the "FBI Telephone Directory." Steps will be taken to place these procedures into effect.

I appreciate the interest and thoughtfulness which led you to bring this matter to my attention.

Sincerely yours,

C. M. Kelley

Clarence M. Kelley
Director

MAILED 6
FEB 11 1976
FBI

1 - Mr. Wannall

1 - Personnel file of SA [redacted]

MJL:slp
(5)

(Suggestion 357-76)

NOTE: Based on memorandum Mooney/Jenkins, MJL:slp, 2/9/76, RE: File Transmittal Slip (Form 4-49), Suggestion 357-76 Submitted By SA [redacted] Intelligence Division.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Plan. & Eval.
Spec. Inv.
Training
Legal Coun.
Telephone Rm.
Director Sec'y

57 FEB 25 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1975 O - 569-920

UNITED STATES GOVERNMENT

# *Memorandum*

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bassett

DATE: 3/20/79

FROM : [redacted]

b6
b7C

SUBJECT: FILE FRONTS AND BACKS

PURPOSE: Files

To advise Property, Procurement and Management Section, Technical Services Division of the size of file fronts and backs which should be stocked.

DETAILS:

In response to Cochran to Bassett memo dated 3/13/79, plain file fronts (D-2000) are not used in the records operation. We are currently redesigning our file front form (4-596) and file backs from 8 1/2 x 11 1/8 inches overall to 9 x 11 1/2 inches overall to accommodate new standard sized paper. The spacing between the fastener and the top of the file cover remains unchanged. Printing on the file front will be changed to add the words "Headquarters" and the other lettering will be rearranged to allow more clear area for hand-applied ink stamps.

RECOMMENDATION:

That this memorandum be provided to Property Procurement and Management Section, Technical Services Division, for their information.

66-2319-301

REC-99 DE-49 ST-131

6 MAR 23 1979

| APPROVED: | Adm. Serv. | Legal Coun. |
|---|---|---|
| | Crim. Inv. | Plan. & Insp. |
| Director | | Rec. Mgnt. |
| Assoc. Dir. | Ident. | Tech. Servs. |
| Dep. AD Adm. | Intell. | Training |
| Dep. AD Inv. | Laboratory | Public Affs. Off. |

1 - Mr. Cochran
Attention: [redacted] Rm 6845

RBW:evp.
(4)

noted in R.P.M.S. 3/23/79

6 MAY 2 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 9-11-59)

#437
#340-79

Date: April, 18, 1979

To: OUTSIDE SOURCE
Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Records Management (4)

b6
b7C

SUGGESTION

USe three standardized forms for the release of material from the Special File Room (SFR). See attached examples. These forms would afford greater security to SFR items inasmuch as the requestor is required to pick up, deliver, and initial the material both in and out.

0
Files

Current practice or rule (Include manual citation as well as facts)

As of this writing there is no standard form and/or system for the release of SFR material which includes the returning of said items.

Advantages of suggestion and annual savings (include basis for estimate)

These forms would reduce the unnecessary handling of SFR material (by messengers and Telelift employees) and impose greater responsibility on the individual initially receiving this sensitive material which includes the returning of said items. Far more control of material is realized by SFR personnel. Upon institution, on a trial basis of this proposed system in the FBIHQ SFR, the number of missing files have been reduced by a considerable margin due to the fact that they must be hand carried back to the SFR and must be "signed in"; and so, the person who originally picked up and signed for the file(s) is still responsible. There is a significant decline in the number of unathorized transfers in the FBIHQ SFR as a result.

REC-266-2319-301X

Disadvantages of suggestion

ENCLOSURE ATTACHED

None foreseeable in the future.

SERIALIZED

28 1979

(The use by the United States of my suggestion shall not form the basis [illegible] assigns upon the United States. I understand that I will be considered f[illegible] within two years after submission.)

, or adopted

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Recommendations and comments of Division Head

[redacted] suggestion has definite merit and should be adopted (see attached Records Management Division addendum)

[redacted]
Signature and Title

Chief

(Do not write in this space - for Bureau use only)

Let of Appre
Gift Award 6-27-79

Whitson
THREE

SEE ADDENDUM RECORDS MANAGEMENT DIVISION RWS:smg PAGE 6



FBI/DOJ

Log, Filing Unit
(11-18-54)

| File Number | Supervisor | Room | Subject | Rec'd by / Called by | Time Called | Time of Delivery | Handled By |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

FORM CURRENTLY IN USE

FBI/DOJ

Note: Special Files, Bureau Source files, Elsur/Tesur folders and informant files are recharged every five working days which is the reason for the items at the bottom most part of each example. The numbered spaces from one through ten are on each page for keeping track of the last recharge date; the date of each recharge is placed in the next space and also gives an accurate count of number of times a particular piece of material was recharged.

ADDENDUM: RECORDS MANAGEMENT DIVISION (RMD) RWS:smg

The Special File Room (SFR) is the repository for a volume of extremely sensitive and highly classified information. Strict accountability and control of this information is essential. RMD, on a trial basis, has required that all files and material maintained in the SFR be personally picked-up and returned, rather than being routed in messenger envelopes through the regular mail. Because of extremely favorable results during the trial period, RMD intends to adopt requirement of personal pick-up and return of SFR material on a permanent basis. [redacted] suggested forms would facilitate SFR personnel in logging material and files picked-up and returned and would also provide complete recharge data at a glance. b6 b7C

Exceptions to the above procedure for pick-up and return of SFR files will be made in those requests received from the Director's office, executive offices and other appropriate divisional heads. Files requested from these offices will be delivered by SFR personnel and returned upon notification from the receiving offices that the files are to be placed back in the SFR.



28

Reque, Log, ~~Filing Unit~~
4-61 (11-18-54)

new form 4-758 (6-27-79)

MODIFIED CONSOLIDATED FORM (o.k.'d by Suggester) ok

☐ INFORMANT FILES ☐ TESUR and *BUREAU SOURCE ☐ SPECIAL FILES | Today's Date: small print

| File Number (small print) | Supervisor | Room | Subject | Extens. | OP/P | Initial Out | Initial In |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

PROPOSED FORM

Recharged: 1.) 3.) 5.) 7.) 9.)
2.) 4.) 6.) 8.) 10.)

Request Log, ~~Filing Unit~~ SFR
4-61 , (11-18-54)

E/sur /Tesur & *Bureau Source

Today's Date

| File Number | Supervisor | Room | Subject | Extens. | OP OK P | Initial Out | Initia In |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

PROPOSED FORM

Recharged: 1.) 2.) 3.) 4.) 5.) 6.) 7.) 8.) 9.) 10.)

4

Request Log, Filing Unit
4-61 - (11-18-54)

Special Files

| File Number | Supervisor | Room | Subject | Extens. | OP/P | Initial Out | Ini |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Proposed form

Recharged: 1.) 3.) 5.) 7.) 9.)
2.) 4.) 6.) 8.) 10.)

Request Log
4-758 (6-27-79)

☐ INFORMANT FILES  ☐ TESUR and *BUREAU SOURCE  ☐ SPECIAL FILES

Today's Date

| File Number | Supervisor | Room | Subject | Extens. | OP/P | Initial Out | Initial In |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Recharged: 1.) 2.) 3.) 4.) 5.) 6.) 7.) 8.) 9.) 10.)

b6
b7C

PRINTED 4-758

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 9-11-59)

#335-79

Date: April 29, 1979

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Records Management

b6
b7C

SUGGESTION OUTSIDE SOURCE

At present when "Authorization Labels" (4-257) are printed, they are printed on plain, white bond paper. In the future, when ordering new labels, each label should be made with a gummed backing. (See attached).

O
Files

Current practice or rule (Include manual citation as well as facts)

At present, the labels (4-257) are attached to file covers, folders and enclosures by the use of cellophane tape.

Advantages of suggestion and annual savings (include basis for estimate)

Labels (see attached example) are affixed to all Special File Room (SFR) files as well as files maintained in other offices at FBIHQ. As of April 29, 1979, there were [redacted] Bureau Source files and 1000 Special Files, most of which maintain more than one section - each section and each enclosure requiring a label. Informant files require one label each to be affixed to the file cover; in excess of [redacted] pending informant files are expected to be converted by Classification in the next 18 to 24 months. Considering that there are 1296 inches of tape per roll, labels being 3"x5", only 72 labels could be adhered with one roll of tape. In view of the fact that the "informant/classification conversion project" is only one-sixth of the way complete

b2
b7D

(Continued-Over)

Disadvantages of suggestion

None foreseen.

EX-124 REC-79 66-2319-207

(The use by the United States of my suggestion shall not form the basis of c... assigns upon the United States. I understand that I will be considered for a... within two years after submission.)

b6
b7C

[XX] Mr. [ ] Mrs. [ ] Miss [redacted]

Recommendations and comments of Division Head

[redacted] suggestion has definite merit and should be adopted. See attached Records Management Division addendum for additional background and cost analysis.

Signature and Title

(Do not write in this space - for Bureau use only)

Let of Appre. JUL 23 1979
GW; Reb 6-2-79
1-ENCLOSURE

JUN 13 1979

THREE

SEE ADDENDUM RECORDS MANAGEMENT DIVISION PAGE #3

( Advantages of suggestion - continued)

(about 1000 of the more than [redacted] pending informant files are complete as of this writing); [redacted] pending informant files still to be converted, plus a large number of closed informant files will still need 4-257 labels. It is believed that considerable man-hours could be saved by using gummed form 4-257 labels to attach them to files instead of the present practice. With self adhering backs, the labels should save about fifty percent of application time in man-hours plus a savings in cellophane tape. b2

THIS FILE OR ENCLOSURE IS MAINTAINED PERMANENTLY IN ROOM _____

PLEASE RETURN IN MESSENGER ENVELOPE

FBI/DOJ

4-257 (Rev. 2-5-70)

66-2319-302

ENCLOSURE

ADDENDUM RECORDS MANAGEMENT DIVISION RWS, HCM/smg

b6
b7C

With regard to the use of gummed labels instead of affixing non-gummed labels with cellophane tape, [redacted] previously suggested this procedure for form 4-331 (Bulky Enclosure Label) in Suggestion 445-78, dated 7/24/78, and this suggestion was adopted based on the deterioration of cellophane tape over the years and reduced overall cost factors.

[redacted] suggestion has definite merit and, if adopted by Records Management Division (RMD), a moderate savings in use of material (scotch tape) and a substantial savings in employee time would result. Set forth below is additional background information and cost analysis, in connection with [redacted] suggestion:

I. Background

Presently, RMD is engaged in a large scale project to convert all active informant file classifications [redacted] to other classifications (15, 26, 87, 65, 97, 201, 202, etc.). This conversion process to afford greater protection to our informants and assets, was approved by the Director, based on recommendations of the Intelligence and Criminal Investigative Divisions. As the active informant file classifications are converted, the files are forwarded to the Special File Room (SFR) for permanent restricted storage and future restricted records processing. As of 5/1/79, there were approximately [redacted] individual active informant files, some composed of several sections. Naturally, the number of active informant matters is not static. When individual converted informant files are received in the SFR, form 4-257 is attached to the front cover of each volume. In addition, all inactive informant files, previously maintained in the general files, have been removed to the SFR for permanent restricted storage. It will be necessary to attach form 4-257 to the front cover of each section of the inactive informant files, estimated by RMD to be 66,304 sections. The processing of inactive informant files for permanent restricted SFR storage will be handled as a future RMD project. It is absolutely essential that form 4-257 be securely attached and visable on all restricted files, informant and other, maintained in the SFR due to the highly sensitive material contained therein. Major manpower savings which will be realized, should [redacted] suggestion be implemented, for the most part, are directly related to the current active informant classification conversion and inactive informant files projects.

b2
b6
b7C
b7D

II. Cost Analysis

a. Material Savings

The total cost of scotch type cellophane tape to affix form 4-257 to each individual section of all active and closed informant files would be approximately $151.20. Current supply catalog lists cost of (1),1296" long roll of 3/4" scotch type cellophane tape at 27¢. Average amount of cellophane tape required to affix one form 4-257 to one file front cover is 10". Thus, 10"x [redacted] informant files [redacted] active and [redacted] inactive) = [redacted] To affix form 4-257 to [redacted] file fronts would cost $151.20 [redacted] 1296" per role = 560 rolls of cellophane tape @ .27 = $151.20). There would be an additional material savings in the use of cellophane tape to replace deteriorated cellophane tape in order to resecure form 4-257 forms already attached to SFR files. An assessment of the latter material savings, which would be moderate on an annual basis, has not been made due to the many variables involved. b2 b7D

Printing, Warehousing and Supply Unit, Administrative Services Division, advised that the cost of gummed paper to print form 4-257 has increased approximately 12% - 15%, since the fall of 1978, and that exact cost figures could only be ascertained through inquiry of the Government Printing Office.

b. Manpower Savings

Supervised timed trials established that an approximate 50% savings of employee time would result in attaching gummed 4-257 forms to file fronts, instead of affixing this form with cellophane tape. Supervised timed trials established that during an eight hour period, a GS-4 File Clerk is able to affix 180 form 4-257's to file fronts, using cellophane tape. By using gummed 4-257 forms, this same GS-4 File Clerk would be able to affix 360 such forms in a similar period. Thus, on an annual basis, it would take two GS-4 file clerks, using cellophane tape to affix form 4-257 to file fronts, to perform the same amount of work as one GS-4 File Clerk using gummed 4-257 forms, realizing a savings of $9,391 per annum (based on salary for one GS-4/step one/employee).

RECOMMENDATION:

That this matter be referred to the Administrative Services Division for appropriate action, approval and recognition.

Enclosures to Memo Hogan to Bailey 5/22/79
"Proposed Revision of Form 0-32, Deletion of
Form 0-31, "0" Form Book."

ENCLOSURE

46-317-302X

UNITED STATES GOVERNMENT

# *Memorandum*

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____ b6
Legal Coun. ____ b7C
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bailey WLB/RWS

FROM : [redacted] JGH/RWS

DATE: 5/22/79

SUBJECT: Proposed Revision of Form 0-32
Deletion of Form 0-31
"0" FORM BOOK

Enclosed is proposed revision of Form 0-32 to adjust the title to bring it up to date to conform with current procedures. Form 0-31, "Delinquent Serials," has served its purpose, it is no longer needed, and should be removed from the "0" Form Book.

RECOMMENDATIONS: That proposed revision of Form 0-32 be approved, and become effective upon completion of printing.

That Form 0-31 be deleted from the "0" Form Book and all unused copies destroyed.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Serv. | Legal Coun. |
| Assoc. Dir. | Crim. Inv. | Plan. & Insp. |
| Dep. AD Adm. | Ident. | Rec. Mgnt. WLB |
| Dep. AD Inv. | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

Enclosures

IRP:tmc
(3)

3 - ENCLOSURE

ENCLOSURE ATTACHED

EX-110

REC-5

66-2319-302X

2 JUL 11 1979

61 JUL 31 1979

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

0-32 (Rev. ~~2-23-76~~) 5-22-79

# PROPOSED REVISED 0-32

## FILES CHARGED OUT OVER 15 days ~~XXRAKXX~~

Supervisor ______________________ Room ______________________ Date ______________________

| Class No. | Case No. | Sub. No. | Sec. No. | Enc. No. | Date Charged Out |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

cc: Filing Unit (Room 5648 JEH-FBI Bldg.)

PRINTED REVISED 0-32

File with 5/22/79 memo. JK

0-32 (Rev. 5-22-79)

## FILES CHARGED OUT OVER 15 DAYS

Supervisor ______________ Room ______________ Date ______________

| Class No. | Case No. | Sub. No. | Sec. No. | Enc. No. | Date Charged Out |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

cc: Filing Unit (Room 5648 JEH-FBI Bldg.)

0-31 (Rev. 12-19-66)

## DELINQUENT SERIALS

| Supervisor | Unit Rm #[redacted] 1/19/77 JC | Date |
|---|---|---|

b6
b7C

| Identity of Serial | Date of Serial | Date Received in Division | Expected Date of Handling | Reason for Delay |
|---|---|---|---|---|
| | | | | ck 1/23/74 (ji [redacted] |

Form O-31 file with History of Form and attached memo dated 5/22/79
3-Jbd

FORM 0-31 -- Delinquent Serials

USE OF FORM: This form is used to record serials in the possession of an employee over five days. This data is assembled the second Wednesday of each month.

See Memo Bow Branigan to Supervisors 11/30/51. K 4/8/70

HISTORY: Approved by Executives Conference Memo 12/12/51 (66-2554-9280

Memo Branigan to Belmont 1/15/54 re column "Date Received in Division." (66-3482-1740)

Revised per memo Branigan to Belmont 3/24/55 "Bureau Form 0-31," in that title was changed from "Serials Charged Out Over Five Days," to "Delinquent Serials." (66-3482-2366)
Sent to Mechanical Section for preparation of final pattern. fk
Sent to Mechanical Section for preparation of new negative 4/1/55. fk

All "O" forms transferred to Stock and to be ordered on Requisition FD-218 in the future. Divisions advised telephonically by Mr. Renneberger 12/9/55. fk

Requisition from Stock dated 12/19/55 requested supply of this form. mpm

Revised per memo Casper to Mohr 12/19/66 "Mail, Suggestion 473-67 Submitted by [redacted] Domestic Intelligence Division." Master ordered 12/21/66. fk Printing ordered 1/18/67 (300 copies only - routine revision). fk (66-3665-4212) b6 b7C

History of Form 0-31 file as an enclosure to attached memo dated 5/2/79.

3-Ltr

b6
b7C

June 27, 1979

PERSONAL

OUTSIDE SOURCE

4-758 assigned to form + dated
0 Files in Dir IV Form
Dank.
7/11/79
de

Rec 56 48

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

X Files

Thank you for your suggestion that three standardized forms be approved for use when material is released from the Special File Room. After evaluation, I am pleased to advise you that a modified version of your proposal has been approved, and steps will be taken to place it into effect in the near future.

[redacted]
1B 973, Tl#151

The initiative you displayed by submitting your idea to me is indeed appreciated.

Sincerely yours,

[redacted]
Bldg, Tl# 255
de

William H. Webster

William H. Webster
Director

66-2319-304

1 - Mr. Bailey

EX-12 DE-2 REC-2

1 - Personnel file of [redacted] V16

6 JUN 28 1979

GW:mak male
(5)

(Suggestion #340-79)

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ✓
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

MAILED 12
JUN 27 1979
FBI

MAIL ROOM

59 AUG 28 1979

Continued-Over

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv. RAfw
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt. WLEBIK
Tech. Servs.
Training
Public Affs. Off.

BMS

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggests the use of three standardized forms for the release of material from the Special File Room (SFR). (Samples attached.) Currently, there is no standard form and/or system for the release of SFR material which includes the returning of items. Suggester states these forms would impose greater responsibility, which includes the returning of the items, on the individual initially receiving this sensitive material. The Records Management Division states the Special File Room is the repository for a volume of extremely sensitive and highly classified information. Strict accountability and control of this information is essential. The Records Management Division, on a trial basis, has required that all files and material maintained in the SFR be personally picked up and returned, rather than being routed in messenger envelopes through the regular mail. Records Management intends to adopt requirement of personal pick up and return of SFR material on a permanent basis. The suggested forms would facilitate Special File Room Personnel in logging material and files picked up and returned and would also provide complete recharge at a glance. Exceptions to the suggested procedure will be made in requests received from the Director's Office, executives offices and other appropriate divisional heads. In view of the foregoing, it is recommended that this suggestion be approved, and upon approval, this letter will act as authority for the Forms Management Desk, Administrative Services Division, to take the necessary action to have the suggested forms printed for use by the Records Management Division.

June 12, 1979

PERSONAL

OUTSIDE SOURCE

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Files

Dear [redacted]

Your suggestion that "Authorization" labels be printed on gummed paper has been received. After careful consideration, I am pleased to advise you that your proposal has been approved, and steps will be taken to place it into effect when the present supply of these labels is depleted.

The interest and thoughtfulness you expressed by submitting your idea to me are indeed appreciated, and I hope you will give us the benefit of any other suggestions you may have to improve our operations.

MAILED 6
JUN 12 1979
FBI

Sincerely yours,

William H. Webster

William H. Webster
Director

1 - Mr. Bailey
1 - Personnel file of [redacted]
GW:mak
(5)

EX-124

REC-79 66-2319-303

(Suggestion #335-79)

JUN 13 1979

Continued-Over

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

66 JUL 23 1979

MAIL ROOM

APPROVED:
Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggests when "Authorization" labels (Form 4-257) are printed they be printed on paper with gummed backing. These labels are attached to all Special File Room files as well as files maintained in other offices at FBIHQ, and currently, they are attached by the use of tape or staples. The Records Management Division notes this suggestion has definite merit, and a savings is set forth if it is approved. The Administrative Services Division agrees that this suggestion should be approved; however, it is not believed an award should be granted in connection with the suggestion. [redacted] previously submitted a suggestion (#445-78 dated 7-24-78), which was approved, that gummed labels be used for "Bulky Enclosure" labels and received a letter of commendation for it. Since the idea of gummed labels was presented in his previous suggestion, the Administrative Services Division is of the opinion the precedent has been set and no awards should be presented for the application of the idea to various other labels. It is recommended that this suggestion be approved and that suggester receive a letter of acknowledgment.

THRU

UNITED STATES GOVERNMENT

# *Memorandum*

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____ b6
ctor's Sec'y ____ b7C

TO : Mr. Bailey WLB/RWS

DATE: 5/29/79

FROM : [redacted] JGH/RWS

SUBJECT: PROPOSED REVISION OF FORM 4-7

[redacted] Rm. 6857 TL# 212

Files

Enclosed is proposed revision of Form 4-7 to enlarge the size to 8½ x 5½ inches and bring up to date to comform with current procedures.

RECOMMENDATIONS: That proposed revision of Form 4-7 be approved, and become effective upon receipt.

[redacted] Rm. 1B973 TL#151

| APPROVED: | | | |
|---|---|---|---|
| Director | Adm. Serv. | Legal Coun. | |
| Assoc. Dir. | Crim. Inv. | Plan. & Insp. | |
| Dep. AD Adm. | Ident. | Rec. Mgnt. WLB/RWS/JGH/RR | |
| Dep. AD Inv. | Intell. | Tech. Servs. | |
| | Laboratory | Training | |
| | | Public Affs. Off. | |

[redacted] Rm. 5881 TL#221

Enclosure

IRP/tmc
(3)

[redacted] Rm. 1B224 TL#255

Revision of Form 4-7 Initiated in Div. IV Form Book. 5/30/79

ST-137

66-2319-305

REC-70

DE-17

11 JUL 11 1979

3-

62 AUG 9 1979

1- ENCLOSURE ENCLOSURE ATTACHED

66-2319-305

4-7 (Rev. 5-29-79)

File with 5/29/79 memo to JA

# FORWARD THIS FILE TO SUPERVISOR IN ORDER LISTED

PLEASE TRANSFER, CALL EXT. [ ]

b6
b7C

| SUPERVISOR | TL | ROOM | EXT. | SUBJECT | SERIAL | DATE |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

FBI/DOJ

PRINTED REVISED 4-7

4-7 (Rev. 4-27-71)

b6
b7C

**FORWARD THIS FILE TO SUPERVISOR IN ORDER LISTED**

PLEASE TRANSFER, CALL EXT. ____

| SUPERVISOR | ROOM | SUBJECT | SERIAL | DATE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FBI/DOJ

Current Form 4-7

4-7 (Rev. ~~4-27-71~~ 5-29-79)

8½" X 5½"

**FORWARD THIS FILE TO SUPERVISOR IN ORDER LISTED**

PLEASE TRANSFER, CALL EXT. ____

| SUPERVISOR | TL | ROOM | EXT. | SUBJECT | SERIAL | DATE |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | ~~ENCLOSURE~~ | | | |

Proposed Revised Form 4-7

Employee Suggestion
FD-252 (Rev. 9-11-59)

#72-80

Date: 6/21/79

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Records Management

b6 b7C

SUGGESTION

That the present recharge form be modified as to allocate and designate such space as to indicate subject of each file, or file group.

Files

Current practice or rule (Include manual citation as well as facts) Space is not allocated. Recharge forms and computer entries based on recharge forms increasingly used by locate clerks, resulting in search of all cases being handled by alleged holder of needed file.

Advantages of suggestion and annual savings (Include basis for estimate)

Considerable time saving, locate clerks would be directed by alleged file holder to specific file grouping or office to which file sent, resulting in more efficient use of locate clerk's time. Agents, Agent's Secretaries, Analysts and clerks need not expend considerable time assisting locate clerks by checking file status in each case being handled.

DE-32 REC-39 66-2319-305X

SI-131

15 DEC 17 1979

Disadvantages of suggestion

Computer must be so programed as to record subject of each file recharged and recharge form must be modified.

THREE

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears to have merit; recommend consideration be given.

DEC 8

William L Bailey /pat

Signature and Title Assistant Director

1-ENCLOSURE

(Do not write in this space - for Bureau use only)

RECORDS MANAGEMENT DIVISION ADDENDUM PAGE 2.

Liz Oppenheimer
12-14-79

5 MAR 1980

FBI/DOJ

Suggestion of [redacted] RMD

b6
b7C

ADDENDUM OF RECORDS MANAGEMENT DIVISION, (RMD)

The suggestion presented by [redacted] indicates that the file recharge sheet (form 0-32) has no place in which to identify the subject of the file being recharged. Such information would be useful to all concerned when locate clerks are actively seeking a particular file. If such space were provided, the requester would possess a list of the files he was holding referencing subject information in addition to the file number.

The area on the form 0-32 under "Date Charged Out" would be available for use as a subject field. RMD, Records Branch is in the process of revising form 0-32 in connection with a change in recharge requirement from 15 to 30 days and the form could be modified to include subject field as proposed by [redacted] when current supplies are exhausted and a new printing ordered. Original charge out data can be accumulated from the chargeout slips if such information is required. File Automated Control System (FACS) computer generated chargeout provides for subject field and computer will not have to be reprogramed. Accordingly, it is recommended that [redacted] suggestion be approved and adopted and that [redacted] be so advised.

0-32 ~~(Rev. 5-22-75)~~ (Rev. 12-14-7

FILES CHARGED OUT OVER ~~15~~ 30 DAYS

Supervisor ______________ Room ______________ Date ______________

| Class No. | Case No. | Sub. No. | Sec. No. | Enc. No. | ~~Date Charged Out~~ Subject |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PROPOSED REVISED FORM

66-2319-305X

cc: Filing Unit (Room 5648 JEH-FBI Bldg.)

ENCLOSURE

FBI/DOJ

0-32 (Rev. 12-14-79)

# FILE CHARGED OUT OVER 30 DAYS

Supervisor ______________ Room ______________ Date ______________

| Class No. | Case No. | Sub. No. | Sec. No. | Enc. No. | Subject |
|---|---|---|---|---|---|
| | | | | | |

cc: Filing Unit (Room 5648 JEH-FBI Bldg.)

66-2319-305X

Filed as an enclosure to attached suggestion #72-80 dated 6/21/79 [initials]

ENCLOSURE

PRINTED REVISED FORM 0-32

FBI/DOJ

Enclosures to Memorandum [redacted] to Mr. Bailey 6/19/79 "Revision of File Front, Size and Format."

b6
b7C

64-2319-305X1

4-598 (REV. 11-20-73)

CURRENT 4-596

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

# FEDERAL BUREAU

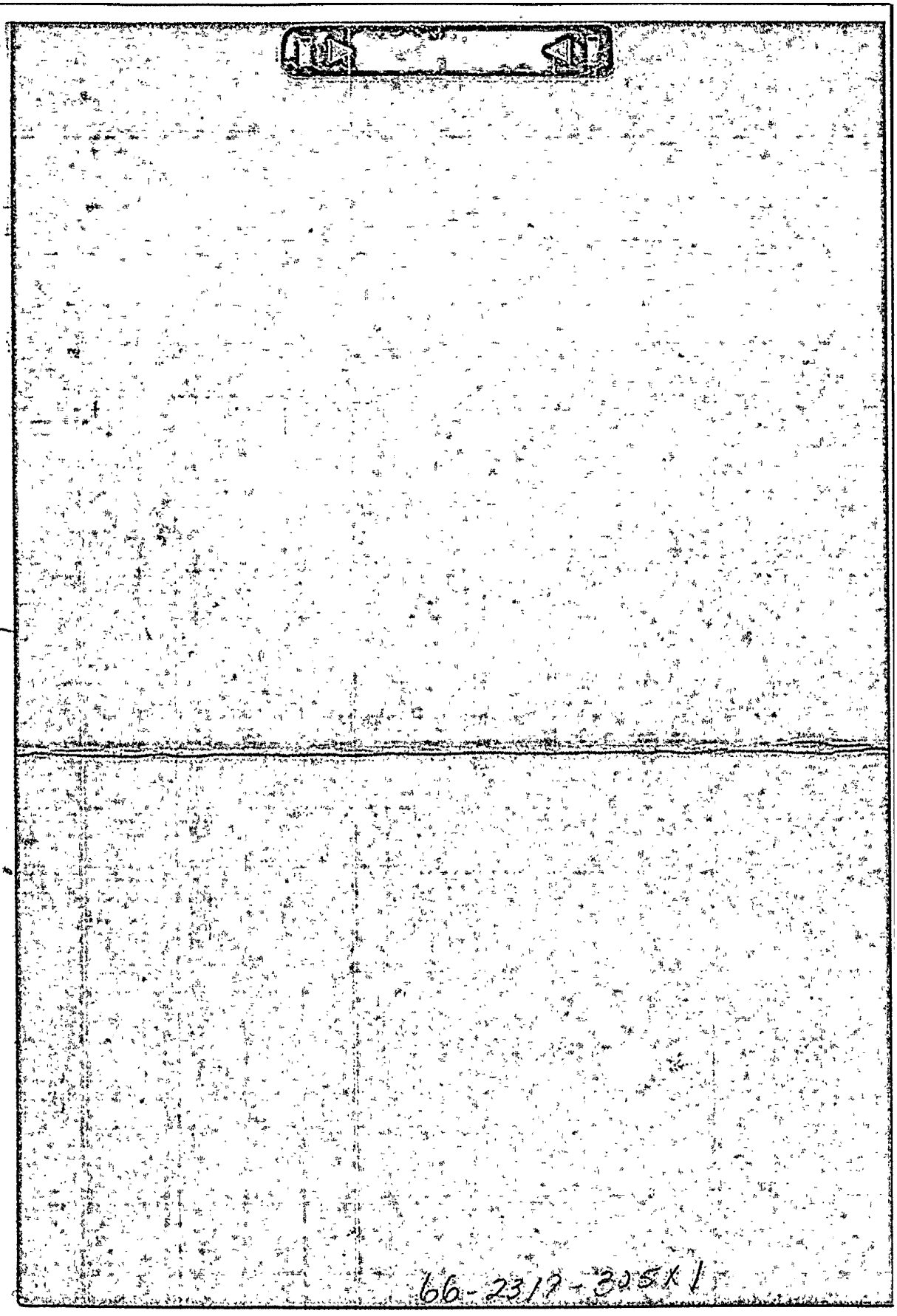
*of*

# INVESTIGATION

## USE CARE IN HANDLING THIS FILE

## Transfer-Call

b6
b7C



66-2312-325X1

4-596 (Rev. 3-20-79)

PRINTED REVISED 4-596 (does conform to paper specifications)

U. S. DEPARTMENT OF JUSTICE

MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE

# FEDERAL BUREAU
# OF
# INVESTIGATION

# HEADQUARTERS

**Transfer - Call** [ ]

b6
b7C

**Use Care in Handling this File**

66-2319-305X1

UNITED STATES GOVERNMENT

# Memorandum

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bailey WJB 6/19

DATE: 6/19/79

FROM : [redacted]

SUBJECT: REVISION OF FILE FRONT SIZE AND FORMAT
Title 4-596

0 FILES

PURPOSE:

To recommend the purchase of 100,000 file fronts, size 9 x 11 1/2 inches to accommodate the new standard size paper.

[redacted] 1B973, TL#151

DETAILS:

In order to accommodate the new standard size paper, a new file front has been designed and revised. As indicated by the attached example, the file front remains basically unchanged except for the addition of the word "Headquarters" and the rearrangement of the remaining lettering to allow more room for hand-applied ink stamps.

[redacted] 5881, TL#221

RECOMMENDATION:

That this memorandum with attached purchase order and file front example be routed to Property, Procurement, and Management Section, Technical Services Division, for action necessary in ordering these revised fronts.

[redacted] 6850, TL#212

APPROVED:

| | | |
|---|---|---|
| Director ____ | Adm. Serv. ____ | Legal Coun. ____ |
| Assoc. Dir. ____ | Crim. Inv. ____ | Plan. & Insp. ____ |
| Dep. AD Adm. ____ | Ident. ____ | Rec. Mgnt. WJB |
| Dep. AD Inv. ____ | Intell. ____ | Tech. Servs. WAB |
| | Laboratory ____ | Training ____ |
| | | Public Affs. Off. ____ |

SAW:evp
(4)

Revision of 4-596 noted in Div IV Forms Book

66-2319-

REC-65

ENCLOSURE

ENCLOSURE ATTACHED

SI-126

6 DEC 19 1979

112

66 JAN 23 1980

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 9-11-59)

#426-79

Date: August 7, 1979 Tampa

b6
b7C

To: Director, FBI

From: (Suggester's name)

Division of Assignment: ~~Records and Administration~~

SUGGESTION

I would like to submit a suggestion that a divider be used in consolidated closed files, between each case number, therefore eliminating errors in serialization and also to save time in handling serials. An odd-colored sheet of paper or sheet of plastic would be most helpful in the handling of these files.

Current practice or rule (Include manual citation as well as facts)

Files are consolidated without dividers.

Advantages of suggestion and annual savings (Include basis for estimate)

Would avoid errors in serialization and would save time in filing new and return serials.

REC-2 66-2319-306
DE-20
EX-113
28
9 AUG ~~16~~ 1979

Disadvantages of suggestion

Could possibly take up slightly more space in these files.

DIVISION

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered on is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head: Do not feel this suggestion would be cost effective. Some files only consist of 2 or 3 serials, and consolidated section would comprise a large number of dividers. Placing of dividers in now closed cases would be too time-consuming. Also, errors usually occur before file is placed in consolidated file status.

SAC

Signature and Title

(Do not write in this space - for Bureau use only)

59 SEP 4 1979

RE: Suggestion # 426-79

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (TBD:kal 8/20/79)

It is proposed in attached suggestion from the Tampa Office that dividers be used between files in consolidated volumes to eliminate errors in serialization and filing of mail.

OBSERVATIONS:

The Records Systems Section (RSS), RMD, concurs with the commments and recommendations of the Special Agent in charge, Tampa Office, that errors are usually made prior to a file being consolidated. Therefore, RMD, is of the opinion that the cost of supplies and employee salary to implement and maintain suggested procedure would substantially outweigh any benefits that might be realized. Accordingly, RSS, RMD, believes suggestion should not be adopted.

RECOMMENDATIONS:

Recommend suggestion not be adopted.

| APPROVED: | Adm. Serv. | Legal Coun. |
|---|---|---|
| | Crim. Inv. | Plan. & Insp. |
| Director | | Rec. Mgnt. WHB/RA |
| Assoc. Dir. | Ident. | Tech. Servs. |
| Dep. AD Adm. | Intell. | Training |
| Dep. AD Inv. | Laboratory | Public Affs. Off. |

August 27, 1979

PERSONAL

(C)

[redacted]

b6
b7C

Federal Bureau of Investigation
Tampa, Florida

Files

Dear [redacted]

Thank you for your suggestion that dividers be used between files in consolidated volumes to eliminate errors in serialization and filing of mail. After careful consideration, your proposal is not being approved. The cost of supplies and employee salaries to implement and maintain the suggested procedure would substantially outweigh any benefits that might be realized from it since it is believed that errors are usually made prior to a file being consolidated.

I appreciate the thoughtfulness you displayed by submitting your idea to me although favorable action was not taken in this instance.

MAILED 6
AUG 27 1979
FBI

Sincerely yours,

William H. Webster

William H. Webster
Director

APPROVED:
Director EX-113
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

Adm. Serv. REL
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgnt. WLB/PDG
Tech. Servs.
Training
Public Affs. Off.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

2 - Tampa
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted]

JGW:mak
(6)

(Suggestion #426-79)

66-2319-307

SEP 4 1979
MAIL ROOM

AUG 28 1979

DE-20

Continued - Over

[redacted]

b6
b7C

Federal Bureau of Investigation
Tampa, Florida

NOTE: Suggests dividers be used between files in consolidating volumes to eliminate errors in serialization and filing of mail. The SAC, Tampa, does not believe this suggestion would be cost effective. The Records Management Division concurs with the comments and recommendation of the SAC that errors are usually made prior to a file being consolidated. Therefore, the Records Management Division is of the opinion that the cost of supplies and employee salary to implement and maintain suggested procedure would substantially outweigh any benefits that might be realized. Therefore, it is recommended that this suggestion not be approved. Views attached.

| CURRENT DATE | CASE PROCEEDING OK? YES | NO | SUPERVISOR'S NOTES | SET TICKLER DATE |
|---|---|---|---|---|
| | | | | |
| | | | 66-2314-308 | |

FD-245 (REV. 4-13-60)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

Serials

Volume Number

*See also Nos.*

Employee Suggestion
PD-252 (Rev. 9-11-59)

#45-80

Date: November 5, 1979

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Planning and Inspection

b6 b7C

SUGGESTION

It is suggested that upon reprint of the case file covers (FD-245 see attached), back printing be provided to allow space for the squad supervisors to enter their notes and comments concerning the management of the case if they so desire. An example of the suggested information has been drawn on the back of the case cover attached.

0 FILES

Current practice or rule (Include manual citation as well as facts)

There is nothing pertaining to this subject at the current time.

Advantages of suggestion and annual savings (Include basis for estimate)

The suggested information would be helpful to refresh ~~his~~ the supervisor's memory at file review time. Upon the absence of the squad supervisor, the relief supervisor (or any other supervisor) could determine what management direction the absent supervisor was attempting to obtain.

Disadvantages of suggestion

66-2319-308

Supervisors may believe this would be a method to "second guess" their management decisions and could be used against them by the Inspection Staff. It is therefore recommended use of form be strictly voluntary.

(The use by the United States of my suggestion shall not form the b[illegible] assigns upon the United States. I understand that I will be conside[illegible] within two years after submission.)

[redacted] or adopted

[X] Mr. [ ] Mrs. [ ] Mi[illegible]

1979

Recommendations and comments of Division Head

Recommend suggestion not be adopted. If adopted, would be duplication of FD-271 and would expose critical comments of supervisor to general (OVER)

Charles E. Rinehart - DAD

Signature and Title

(Do not write in this space - for Bureau use only)

DEC 0 1979

Lit Appeal

GW:mae 11-24-79

Whitson

REL/sw

reading since file is maintained in rotor and generally available. Further, tickler set on case jacket would serve no purpose other than to remind supervisor that a tickler had been set.

RE: Suggestion # 45-80 11-5-79

ADDENDUM OF RECORDS MANAGEMENT DIVISION (RMD) (RWS/clt 11-19-79).

RMD agrees with comments of DAD Price and his recommendation that this suggestion not be approved. Investigative and Administrative ticklers set for a specific investigative matter are brought to the supervisor's attention when they fall due and there should be no need to remind the supervisor that a tickler had been set. Should the supervisor require a reminder that a particular tickler has been set, an appropriate notation may be made on a serial in the file.

UNITED STATES GOVERNMENT

# *Memorandum*

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

TO : Mr. Bailey

DATE: 11/15/79

FROM : [redacted]

SUBJECT: FBIHQ FILE FRONTS

PURPOSE: To identify differences between the files fronts recently delivered to FBIHQ and those purchased previously.

DETAILS: The file fronts purchased recently differ considerably from those purchased previously in paper stock and fabrication tolerances.

The paper stock of the new file fronts appear to be much lighter and less durable. The thickness of the new paper stock material is 15 to 20 percent thinner than the old paper stock. The modulus of elasticity of the new file folder stock is less, allowing the file folder to bend and fold more easily than the old file folder. This would contribute to poor durability of heavily used files and would require heavy maintenance and repair.

Paper stock: The paper stock used on file fronts previously purchased differ in 3 specific areas:

Thickness - Old, .0153; New .0128

Stiffness - An informal evaluation reveals that the new file front material is inferior to the old file front material in resisting permanent fiber breakdown when bent beyond the yield point.

DE-59 66-2319-308X

FEB 5 1980

Color - The color of the new stock is a bleached material much like manilla folders. The old material is a dark brown natural color.

1 - Mr. Bayse
Attn: [redacted]
1 - Mr. Long
Attn: [redacted]
1 - Mr. Bailey
1 - [redacted]
1 - [redacted]
1 - [redacted]
RBW:evp (7)

Administrative Services Unit
Printing Specialist
Coordinating with Mgt & Ops to
Correct shipment 12/3/79
[redacted]

RECORDS SYSTEMS

CONTINUED OVER

59 MAR 5 1980
95
Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan
FBI/DOJ

Memorandum [redacted] to Bailey
FBIHQ FILE FRONTS

b6
b7C

Ordering information use to identify paper stock is as follows

(a) FD-369 prepared on 5/16/79 indicates the material should be "14 point golden kraft;"
(b) Form 1-108 prepared in response to the FD-369 identifies the requirement as "100 percent unbleached sulphite pulp, natural shade Sub 320-340" "EXACTLY SAME QUALITY AS SAMPLE" "NEGATIVE (Artwork) AND CONSTRUCTION SAMPLE ATTACHED."

Fabrication: The two holes with eyelets "2 3/4 center" are found to be off center 3/16 of an inch on most of the new file fronts. The old file fronts appear to be centered to within 1/32 of an inch.

This procurement has been estimated at approximately $8,000 for the 100,000 units delivered. The most appropriate move for the Bureau would be to return this material to the vendor, identified as discrepant, and require vendor to produce a sample folder for FBI approval prior to rerunning the job.

If this is not possible, we need to identify the appropriate paper specifications that fully describe our needs in printing trade terms that are understandable to FBI, DOJ, GPO and any printing vendor likely to run the next job.

RECOMMENDATION:

1. That the Administrative Services Division and/or Technical Services Division inform the Department of Justice and Government Printing Office that the file fronts delivered are unsatisfactory.

APPROVED: Director ____ Exec. AD-Inv. ____ Exec. AD-Adm. ____ Exec. AD-LES ____ Adm. Serv. ____ Crim. Inv. ____ Ident. ____ Intell. ____ Laboratory ____ Legal Coun. ____ Plan. & Insp. ____ Rec. Mgnt. WLB/FEB Tech. Servs. ____ Training ____ Public Affs. Off. ____

2. That arrangements be made for the return of the discrepant file fronts to the vendor and that a first artical sample that reflects the construction and quality of the file folders be submitted to FBI for approval prior to producing the 100,000 replacement file folders.

APPROVED: Director ____ Exec. AD-Inv. ____ Exec. AD-Adm. ____ Exec. AD-LES ____ Adm. Serv. ____ Crim. Inv. ____ Ident. ____ Laboratory ____ Legal Coun. ____ Plan. & Insp. ____ Rec. Mgnt. WLB/FEB Tech. Servs. ____ Training ____ Public Affs. Off. ____

December 4, 1979

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

0 FILES

Your suggestion has been received that certain information be printed on the back of Form FD-245 in order that squad supervisors can use the space to enter their notes and comments concerning the management of cases. After a careful review of your proposal, it is believed that it would be a duplication of Form FD-271 and would expose critical comments of supervisors to general reading since the files are maintained in rotors and are generally available to all office employees. Therefore, it is not deemed advisable to implement your proposal.

Although favorable action was not taken in this instance, the thoughtfulness you expressed by submitting your idea is appreciated.

MAILED 11
DEC 4 1979
FBI

Sincerely yours,

V-48 DE-47

Richard E. Long
Assistant Director
Administrative Services Division

66-2319-309

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir. ____
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

1 - Mr. Long
1 - Mr. Otto
1 - Personnel file of SA [redacted]
GW:mak
(6)

(Suggestion #45-80)

APPROVED: Director ____ Exec. AD-Inv. ____ Exec. AD-Adm. ____ Exec. AD-LES ____ Adm. Servs. ____ Crim. Inv. ____ Ident. ____ Intell. ____ Laboratory ____ Legal Coun. ____ Plan. & Insp. ____ Rec. Mgnt. ____ Tech. Servs. ____ Training ____ Public Affs. Off. ____

MAIL ROOM

23 DEC 5 1979

Continued - Over

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggests that upon reprint of the case file covers (FD-245) back printing be provided to allow space for the squad supervisors to enter their notes and comments concerning the management of the case if they so desire. The Deputy Assistant Director, Planning and Inspection Division, does not recommend this suggestion. If adopted, it would be a duplication of FD-271 and would expose critical comments of supervisors to general reading since file is maintained in rotor and generally available. The Records Management Division agrees with the Deputy Assistant Director and notes that investigative and administrative ticklers set for a specific investigative matter are brought to the supervisor's attention when they fall due and there should be no need to remind the supervisor that a tickler had been set. Views attached. (Since submitting suggestion [redacted] was transferred to the Administrative Services Division.)

b6
b7C

December 14, 1979

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for your suggestion that Form O-32 be modified in a particular manner. After careful consideration, I am pleased to advise you that your proposal has been approved, and steps will be taken to place it into effect when the present supply of this form has been depleted.

The interest you expressed by submitting your idea is indeed appreciated.

Sincerely yours,

[redacted]

Richard E. Long
Assistant Director
Administrative Services Division

1 - Mr. Bailey

1 - Personnel file of [redacted]

GW:mak
(5)

(Suggestion #72-80)

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

APPROVED:

Director ____
Exec. AD-Inv. ____
Exec. AD-Adm. ____
Exec. AD-LES ____

Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____

Continued - Over

MAIL ROOM

15 DEC 17 1979

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggests revising Form O-32 (Files Charged Out Over 15 Days) to allocate and designate such space as to indicate subject of each file, or file group. The Records Management Division notes this information would be useful and recommends that it be approved. The Records Management Division also notes that they are in the process of revising Form O-32 in connection with a change in recharge requirement from 15 to 30 days and the areas on the form under "Date Charged Out" would be available for use as a subject field. Upon approval, this letter will act as authority for the Forms Management Desk, to take the necessary steps to revise the form as suggested when the present supply has been depleted.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#93-80

Date: 1/3/80

To: Director, FBI

From: (Suggester's name)

Division of Assignment: Records, Indianapolis

b6
b7C

SUGGESTION: FORM

Redesign FD-245 (file front) to provide more room for making necessary notations which must be on the file front.

Current practice or rule (Include manual citation as well as facts)

Adequate room is not presently available on the file front for required notations.

Advantages of suggestion and annual savings (include basis for estimate)

Provision of space to list serials, page numbers, or the location of communications designating matters under pending litigation would result in neater, easier-to-read file fronts. Information concerning these matters at present must be squeezed in any available space and is often hard to read or locate. FOIPA notations or stamps and other file destruction notations also require space on the file front. Leaving space for these notations where they could be placed in a neat and orderly fashion would provide more security in insuring files are not destroyed prematurely.

DE-30 66-2319-311

Disadvantages of suggestion

None

22 JAN 1980

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Mis

Clerk
Supervisor
Suggester

Recommendations and comments of Division Head

Blank area on the file front would facilitate operations in the field. The suggestion is recommended.

Signature and Title: Special Agent In Charge

(Do not write in this space - for Bureau use only)

Lt 7 Approve. 1-21-80 126

ENCLOSURE - attached in FSP gw

THREE IRE fgw

3 - Bureau (Enc. - 10)
2 - Indianapolis (1 - 66-2565) (1 - Pers. File)

FBI/DOJ

D a

FD-238 (REV. 4-11-60)

U. S. Department of Justice

MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

CLASSIFICATION NO.

Volume Number

Serials

*See also Nos.*

RE: Suggestion #93-80 from Indianapolis Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (TBD:kal 1/14/80)

It is proposed in attached suggestion #93-80 from the Indianapolis Office that Form FD-245 (file front) be revised to provide more space for recording information pertinent to FOIPA matters, pending litigation, etc.

OBSERVATIONS:

The Records Research Staff, Records Systems Section, RMD, concurs with suggestion and is of the opinion that additional space will facilitate the requirement that the field offices post certain data to the file front. The additional space can be easily obtained by merely moving closer together the preprinted data which presently appears on the front of FD-245.

RECOMMENDATION:

Recommend that form FD-245 be revised at time of next printing to provide additional blank space for recording information pertinent to FOIPA matters and matters in litigation.

APPROVED:

Director
Exec. AD-Inv.
Exec. AD-Adm.
Exec. AD-LES

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory

Legal Coun.
Plan. & Insp.
Rec. Mgmt. WLR/Pas
Tech. Servs.
Training
Public Affs. Off.

UNITED STATES DEPARTMENT OF JUSTICE 1-80

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 3, 1980

0 BUREAU FILES

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: RECHARGE OF FBIHQ FILES

It is essential that we maintain strict accountability of FBIHQ records. In this connection, the File Automated Control System (FACS) was implemented by the Records Management Division on 4/2/79. In conjunction with the implementation of FACS, which is a computerized file inventory, the regulation was promulgated that all files retained more than 15 days be recharged. Subsequently, it was ascertained that proper administrative controls and accountability would be maintained and greater efficiency would result by changing this regulation to 30 days. Accordingly, only files retained for more than 30 days need be recharged. Effective 1/8/80, and the second Tuesday of each month thereafter, files charged out for more than 30 days must be recharged. In this connection, it is suggested that Form 0-32 be used.

I am requesting all employees to promptly return all files when no longer required and to properly transfer all files forwarded to another employee by calling extension 3421.

William H. Webster
Director

66-2319-

NOT RECORDED
136 JAN 8 1980

60 JAN 29 1980

66-2319-2142

FBI/DOJ

January 21, 1980

PERSONAL

Revision of FD-245 listed in FBI Forms Book. 2/1/80

b6
b7C

Federal Bureau of Investigation
Indianapolis, Indiana

Dear [redacted]

Thank you for your suggestion that Form FD-245 be revised in a particular manner. After careful consideration, I am pleased to advise you that your proposal has been approved, and steps will be taken to place it into effect when the current supply of this form has been depleted.

The interest you expressed by submitting your idea is indeed appreciated, and it is hoped that you will give us the benefit of any others you may have to improve our operations.

Sincerely yours,

66-2319-312

NOT RECORDED
JAN 22 1980

/S/

Richard E. Long
Assistant Director
Administrative Services Division

MAILED 14
JAN 21 1980
FBI

2 - Indianapolis
1 - Field personnel file
1 - Suggestion file

APPROVED:

| | | | |
|---|---|---|---|
| Director | Adm. Serv. REJ JWL | Legal Coun. |
| Exec. AD-Inv. | Crim. Inv. | Plan. & Insp. |
| Exec. AD-Adm. | Ident. | Rec. Mgnt. WWS |
| Exec. AD-LES | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

1 - Personnel file of [redacted]

JCW:mak (6)

(Suggestion #93-80)

Continued - Over

MAIL ROOM
FEB 5 1980

FBI/DOJ

[redacted]
Federal Bureau of Investigation
Indianapolis, Indiana

b6
b7C

NOTE: Suggests revising Form FD-245 (file front) to provide more space for recording information pertinent to FOIPA matters, pending litigation, etc. (Sample attached.). The Records Research Staff, Records Systems Section, Records Management Division, is of the opinion that additional space will facilitate the requirement that the field offices post certain data to the file front. The additional space can be easily obtained by merely moving closer together the preprinted data which presently appears on the fronts. Upon approval, this letter will act as authority for the Forms Management Desk, Administrative Services Division, to take the necessary steps to revise the form as suggested. Views attached.

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

February 5, 1980

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS:

RE: RECORDS BRANCH SERVICES AND PROCEDURES

In view of the large turnover of personnel at FBIHQ, the following instructions and policy are being reiterated.

Special Agent Supervisors, stenographic personnel and clerical employees should not remove serials or enclosures from file at any time; likewise, any material should not be added to files or enclosures under any circumstances. These functions are to be performed only by authorized employees of the Records Branch of the Records Management Division.

All employees are reminded that the Consolidation Unit of Records Branch, Records Management Division, is responsible for handling all corrections and insertions of amended pages before and after mail has been placed on record. File numbers which appear in the lower right corner of the correspondence are not to be changed or corrected inasmuch as this work must be handled by the Consolidation Unit. Due to the automation of the index and file system, it is essential that the above basic Records Management procedures be followed meticulously in order that file material may maintain uniformity and accuracy.

These instructions should be brought to the attention of all present and future personnel handling mail in each division.

William H. Webster
Director

ORIGINAL FILED IN 66-2319-143

66-2319-

NOT RECORDED
167 FEB 7 1980

68 FEB 11 1980 207

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 9-11-59)

#166-80

Date
1/24/80

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
LITTLE ROCK

b6
b7C

SUGGESTION In order to conform with Joint Committee on Printing regulations, all communications are now prepared on 8½"x 11" size paper. Our present FD-245's and companion file backs are size 8½"x11", the exact size of our new paper. The metal clasp used to hold the files together is approximately ½" from top of the FD-245 and companion file back. This leaves approximately ¾" of serial (communication) exposed at the bottom of the file. This exposed portion of the file will soon become torn and damaged inasmuch as the pending files are in constant use on a daily basis. If the metal clasp were on the side of the file rather than on the top, the same type problem would exist, i.e., the serial extending beyond the edge of the FD-245 and file back. Therefore, it is suggested the FD-245's and companion file backs be increased in size to either 9½"x11½" or 8½"x11½".

Current practice or rule (Include manual citation as well as facts)

The FD-245 and companion file back is used for each case opened.

Advantages of suggestion and annual savings (Include basis for estimate)

Would eliminate damage to our files.

Disadvantages of suggestion

Since it is obvious our files will be damaged, there are no known disadvantages.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] ted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss

Signature of Suggester

Support Services Supervisor Records

Recommendations and comments of Division Head

I believe this suggestion has merit.

66-2319-313

William E. Kelly

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Lit Approve 2-6-80 GW: mak

68 FEB 20 1980

2-8

JAN 28 1980

THREE

3- Bureau 2-Little Rock (1-PF [redacted] (1-66-1531) RAJ/raj (5)

FBI/DOJ

Suggestion # 166-80

ADDENDUM OF RECORDS MANAGEMENT DIVISION (RMD)(TBD:evp 1/31/80)

It is proposed in attached suggestion from the Little Rock Office that Form FD-245 (file front) be increased in overall size to accommodate the larger size paper (8 1/2 x 11 inches) now mandated by regulations issued by the Joint Committee on Printing (JCP).

OBSERVATIONS:

FBIHQ has already taken steps to increase the size of Form FD-245 (file front) in proportion to the increase in the size of paper now mandated by the JCP. Accordingly, the suggestion does not warrant consideration for adoption.

RECOMMENDATION:

Recommend that suggestion not be adopted.

| | | |
|---|---|---|
| APPROVED: | Adm. Serv. _____ | Legal Coun. _____ |
| | Crim. Inv. _____ | Plan. & Insp. _____ |
| Director _____ | | Rec. Mgnt. _____ |
| Exec. AD-Inv. _____ | Ident. _____ | Tech. Servs. _____ |
| Exec. AD-Adm. _____ | Intell. _____ | Training _____ |
| Exec. AD-LES _____ | Laboratory _____ | Public Affs. Off. _____ |

February 6, 1980

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Little Rock, Arkansas

Files

Dear [redacted]

Thank you for your suggestion that Form FD-245 and its companion file back be increased in size to accommodate correspondence now prepared in conformance with the Joint Committee on Printing regulations that all communications be prepared on a particular size of paper. You may be interested to know that steps have already been taken to increase the size of the form in proportion to the increase in the size of paper now mandated by the Joint Committee on Printing. Therefore, it is not necessary to take any action on your proposal.

Although prior action has been taken on your idea, the interest you expressed by submitting it is appreciated.

MAILED 14
FEB 7 1980
FBI

Sincerely yours,

Richard E. Long
Assistant Director
Administrative Services Division

2 - Little Rock
1 - Field personnel file
1 - Suggestion file

APPROVED:
Director
Exec. AD-Inv.
Exec. AD-Adm.
Exec. AD-LES
Adm. Serv. REL/WC
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Servs. FEB
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

1 - Personnel file of [redacted]
GW:mak
(6)

(Suggestion #166-80)

66-2319-314
LEO
FEB 8 1980

NOTE: Suggestion and reason for no action on it are set forth in above letter.

68 FEB 21 1980

MAIL ROOM

FBI/DOJ

Assistant Attorney General
for Administration
(Attn: [redacted]
William L. Bailey, Assistant Director
Records Management Division

2/14/80

b6
b7C

FILE FRONTS
Req. 1397-FBI 206
Jacket 298-234

FEDERAL GOVERNMENT

Reference is made to [redacted] letter to [redacted] dated December 27, 1979, and [redacted] letter to [redacted] dated November 8, 1979, enclosed.

Also enclosed are copies of the FD-369 requisition for supplies dated 5/16/79 and form 1-108 dated 7/25/79 requesting captioned file fronts. Copies of the old and new file fronts, form 4-596 (Revised 3/20/79), are enclosed.

By referenced letter dated November 8, 1979, FBI has requested that captioned file fronts be reprinted at no expense to the Bureau. By referenced letter dated December 27, 1979, [redacted] Deputy Customer Service Manager, Government Printing Office (GPO), denied the request indicating that "no remedial action can be taken in the matter."

The FBI has for many years purchased appropriate file fronts for use in the Central Records System (last purchase, Jacket 271-233, Req. #1377, FBI 191). The system for adequately identifying and specifying FBI needs and requirements for file fronts requires additional refinement. Captioned procurement has resulted in a product inferior to previous products even though it has met all the GPO specifications.

DE-68 66-2319-315

Unbleached sulphate pulp was ordered in a natural shade, sub 320-340 with a sample of a previous order (Jacket 271-233) submitted to establish equivalency. The file 19 1980 fronts delivered in captioned order were 10 to 15 percent thinner, made from a bleached material, had less flexure strength, had the eyelets installed off center (3/32 inch) and were far less durable than previous products.

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

3 - Mr. Long
(Attn: [redacted]
(Attn:
(Attn:
RBW:kal (10)

1 - Mr. Bailey (Admin.)
1 - [redacted]
1 -
1 -

Delivered to Dept 8 Jackson 2/15/80

MAR 5 1980

Search cancelled

FBI/DOJ

Assistant Attorney General

The FBI, when faced with an unacceptable product, must look to the Department of Justice (DOJ) and GPO for further definition and more accurate specifications to identify the appropriate product. In order that the FBI may have a better understanding of all technical considerations, it would be appreciated if the technical specifications, test procedures, quality standards, and applicable sampling techniques would be furnished to the FBI.

This Bureau would be pleased to have copies of the following documentation appropriate to identify FBI requirements for file fronts:

1. Specifications
2. Acceptance test procedure
3. Quality Standards
4. The test procedure used by the Quality Control Division, GPO, in the captioned procurement to test compliance with GPO specifications, including raw data, test setup, data analysis and conclusions.

b6
b7C

The third paragraph of [redacted] letter infers that the damage to the shipment was caused by the carrier. The shipment arrived damaged due to the manner in which the vendor, Keener Tag Manufacturing, 500 Janet Avenue, Lancaster, Pennnsylvania, packaged the shipment. The packaging was deficient in two areas. First, the file fronts were packaged in single-wall corrugated boxes designed to withstand a bursting pressure of 200 pounds per square inch; GPO specified the material to be used should withstand a bursting pressure of 275 pounds per square inch. Second, the order was delivered unsecured on a skid as individual containers. The order specifically requested that the material be shipped on pallets, with all containers secured to the pallet to prevent shifting. The use of substandard packaging materials and shipping methods indicated that the vendor may have also selected other cost-saving methods for the production of the file fronts in captioned order.

Assistant Attorney General

This Bureau sincerely hopes that GPO will reexamine their findings on captioned procurement and in view of the new technical details provided in this letter, reconsider the possibility of remedial action. Whatever the outcome of captioned procurement, the FBI is certain that through the cooperation of the DOJ and GPO, a suitable specification will be written that will yield file fronts that will meet the needs of the Central Records System on any further procurements.

Enclosures (6)

Note: This letter is being coordinated with Division 3, Printing and Space Management and will be hand-carried to the addressee by the printing coordinator.

APPROVED:
Director
Exec. AD-Inv.
Exec. AD-Adm.
Exec. AD-LES
Adm. Serv.
Com. Inv.
Ident.
Inspt.
Laboratory
Legal Coun.
Plan & Insp.
Rec Mgmt. WLB PPT
Tech. Servs.
Training
Public Affs. Off.

Employee Suggestion
FD-254 (Rev. 9-11-59)

#196-80.

Date
2/28/80

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Records Management

b6
b7C

SUGGESTION It is suggested that when file transfers are received by CRT operators on form 4-5, the CRT operators should enter them into the CRTs in a no printout mode. Thereafter, form 4-5 should be retained for filing in the cabinet. Also, it should be mandatory for all clerks to use form 4-5 for transfers, since they have to write the transfers down on something to send them to the CRT operator. It would not be any extra work for them. Transfers that are received via X [redacted] would still be entered into the CRT in the printout mode. (Samples attached.)

Files

Current practice or rule (Include manual citation as well as facts) File transfers are received by CRT operators on form 4-5 via the telelift system. CRT operators enter the transfers into CRTs utilizing the printout mode and then discard form 4-5. When the transfers are taken off the FACS printer, the top portion is filed and the bottom portion is discarded.

Advantages of suggestion and annual savings (include basis for estimate)

Time would be saved in taking the FACS transfer printout apart and also a material savings in paper would result by retaining form 4-5 and not printing the FACS transfer.

Disadvantages of suggestion

None apparent.

(The use by the United States of my suggestion shall not form the basis of [redacted] or assigns upon the United States. I understand that I will be considered for [redacted] dopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] File Clerk
Signature and Title of Suggester

Recommendations and comments of Division Head

See page 2.

FEB 53

William L. Bailey, Assistant Director
Signature and Title

2 - ENCLOSURE
(DISCLOSURE ATTACHED)

(Do not write in this space - for Bureau use only)

DE-80 66-2319-316

7 MAR 10 1980

List of Appr
3-17-80

57 MAR 5 1980

Suggestion from [redacted] 2/28/80 b6 b7C

ADDENDUM RECORDS MANAGEMENT DIVISION RWS:mjl 2/28/80

This suggestion deals with handling of the file transfers via form 4-5 which was used exclusively by the Filing Subunit in the manual system. Because of the implementation of FACS, an automated file inventory system, on 4/2/79, the former manual system is being phased out, making form 4-5 eventually obsolete. This suggestion addresses two specific areas which are covered below.

The first part of this suggestion recommends form 4-5 should be filed in the cabinet after entry of transfer data into FACS through the CRT. The major portion of FACS functions have been implemented, leaving only Locate, File Review and Consolidation Subunit personnel still using form 4-5 until current supplies are exhausted. Any requests outside of the Filing Subunit for a supply of form 4-5 are denied inasmuch as file requests or transfers generated by non-Filing Subunit personnel are listed on a sheet of paper and sent to the Filing Subunit. This procedure saves personnel time from having to repeat identical information on each form 4-5, such as name, room number, extension, telelift, etc. By generating an automated FACS printout, a complete legible record for the cabinet is obtained rather than a handwritten one.

The second part of this suggestion recommends that personnel use form 4-5 for transfers. This is in reference to the File Review Subunit personnel. These employees place form 4-5 in the cabinets for the files pulled by them. Depending on the type of form being reviewed, File Review Subunit personnel either drop these files off or leave a list at a Filing Subunit to be entered into FACS.

There are no problems with the current handling of transfers or form 4-5. For the foregoing reasons, this suggestion should not be approved.

March 17, 1980

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Your suggestion has been received concerning the adoption of new procedures to be used in regard to the processing of Forms 4-5. After a careful evaluation of your proposal, it has been decided that the current system should be continued since, with the implementation of the major portions of the File Automated Control System, the use of this form will be substantially reduced.

Although favorable action was not taken in this instance, the interest you expressed by submitting your idea is appreciated.

Sincerely yours,

Richard E. Long
Assistant Director
Administrative Services Division

MAILED 8
MAR 17 1980
FBI

1 - Mr. Bailey

1 - Personnel file of [redacted]

GW:mak (5)

(Suggestion #196-80)

Continued - Over

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Public Affs. Off. ____
Telephone Rm. ____
Director's Sec'y ____

APPROVED:

Director ____
Exec. AD-Inv. ____
Exec. AD-Adm. ____
Exec. AD-LES ____

Adm. Serv. ____
Crim. Inv. ____
Ident. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Insp. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training FBI/DOJ
Public Affs. Off. ____

MAIL ROOM

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggests that when file transfers are received by CRT operators on Form 4-5 the CRT operators should enter them in the CRT's in a no printout mode. Thereafter, Form 4-5 should be retained for filing in the cabinet. Also, it should be mandatory for all clerks to use this form for transfers. The Records Management Division is opposed to this suggestion, and a detailed addendum from that division is attached.

Employee Suggestion
FD-252 (Rev. 9-11-59)

# 338-80

Date: 4/23/80

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Records Management

b6
b7C

SUGGESTION

The File Review Unit of the Records Management Division should review serial references developed as a result of an FOIPA search, to determine if the requester is captioned as the subject of the serial. When the requester is captioned as the subject and the reference is "I" (Identifiable) with the requester, File Review should mark the reference "I" and pull the file for processing by the FOIPA. In those instances where the requester is not captioned as the subject of the serial, File Review should review the serial and if "I," then mark the reference on the search slip "See Ref," and not pull the file for further processing by FOIPA.

0 Files

Current practice or rule (Include manual citation as well as facts)

File Review Unit pulls all main files and certain serial references that we know from experience may report information that is the equivalent of a main file regarding the subject.

Advantages of suggestion and annual savings (Include basis for estimate)

This suggestion will help File Review, Filing Unit, IPU and the analyst.

File Review will be able to handle a review faster if they do not have to pull unnecessary files. There won't be as many files charged out and that will save the File Review locate personnel from having to locate unneeded references.

Continued Page 2.

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] ion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Analyst

Recommendations and comments of Division Head

SEE ADDENDUM PAGE 3

William L. Bailey/lwx

Signature and Title

(Do not write in this space - for Bureau use only)

Lett of Apprec
6-19-80
LRG mak

66-2319-

NOT RECORDED
26 JUN 19 1980

[redacted]

THREE

64 JUL 2 1980

FBI/DOJ

Original Filed In: 190-0-34256

Advantages continued

Filing Unit will not have to take the file apart and Xerox unneeded references. Filing Unit locate clerks will not have to spend time locating files that are needed by other Bureau employees.

IPU will be able to get request back from File Review faster and instead of having to have serial references Xeroxed causing a delay or money letter to be sent, they could close the case with no record main file letter or only have the main file processed.

The analyst would not have to have a case assigned to them just to send requester a no record main file letter.

It is impossible to estimate potential savings other than to say they would be substantial.

b6
b7C

ADDENDUM to suggestion of [redacted]
Re: FOIPA Reviews, 6/9/80, HCM:jf

This suggestion has merit in that implementation would eliminate the duplication of file reviews by FOIPA analyst and the unnecessary duplication of file material for processing by the Initial Processing Unit in FOIPA. The suggestion would help to expedite review work done by employees in the File Review Subunit, Records Services Section, in those instances where the caption of a serial reference is not the subject of the serial reference thereby eliminating any further review of a given communication. It is to be noted that this procedure is a departure from current File Review guidelines and it is therefore recommended that a 90-day trial period be imposed to determine any unforeseen disadvantages. During this 90-day period cost data should be captured by FOIPA to arrive at an appropriate savings.

June 19, 1980

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D. C.

0 files

b6
b7C

Dear [redacted]

I have received your suggestion that the File Review Unit of the Records Management Division should review serial references developed as a result of a Freedom of Information-Privacy Acts search to determine if the requester is captioned as the subject of the serial. You may be interested to know that it has been approved for a ninety-day trial period. Upon completion of this trial period, your proposal will be evaluated, and you will be advised whether or not it will be approved on a permanent basis.

The interest you expressed by submitting your idea is appreciated.

Sincerely yours,

Richard E. Long

Richard E. Long
Assistant Director
Administrative Services Division

MAILED 16
JUN 19 1980
FBI

[redacted]

APPROVED:
Director
Exec. AD-Inv.
AD-Adm.
AD-LES

Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

1 - Mr. Bailey (Personnel Attention)

1 - Personnel file of [redacted]

RHG:mak
(5)

(Suggestion #338-80)

RECEIVED
JUN 20 1980

Continued - Over

66-2319-

NOT RECORDED
26 JUN 19 1980

Exec AD Inv.
Exec AD Adm.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.
Telephone Rm.
Director's Sec'y

MAIL ROOM

FBI/DOJ

Original Filed In

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

NOTE: Suggestion set forth in letter to suggester. RMD advised that this suggestion has merit in that implementation would eliminate the duplication of file reviews by FOIPA analyst and the unnecessary duplication of file material for processing by the Initial Processing Unit in FOIPA. The suggestion would help to expedite review work done by employees in the File Review Subunit, Records Services Section, in those instances where the caption of a serial reference is not the subject of the serial reference thereby eliminating any further review of a given communication. RMD recommends that this suggestion be adopted for a ninety-day trial period, then evaluated. If approved, the RMD should take the necessary steps to place this suggestion in effect for a 90-day trial period. At the end of this period, the RMD should notify the Suggestion Desk, Administrative Services Division, whether or not the suggestion will be approved on a permanent basis. Also, the RMD should determine if a tangible savings will be realized by the implementation of this suggestion, and if so, the annual savings should be set forth. Views attached.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#332-80

Date: 6/2/80

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | SA [redacted] | SAN FRANCISCO |

b6
b7C

SUGGESTION

ATTN: DOCUMENT CLASSIFICATION REVIEW SECTION
CTRC UNIT

That a procedure be established whereby the file jacket of FCI cases determined to be particularly sensitive be marked, both at FBIHQ and in the field, in such a way as to insure that should the case be subject to an FOIPA request, any classification review and processing be done in the field in close coordination with the supervisor and/or case agent, and done at FBIHQ in coordination with the appropriate INTD section, and that no release be made without their prior review.

0 FILES

Current practice or rule (Include manual citation as well as facts)

Most FOIPA requests are processed without consultation with the substantive supervisor.

Advantages of suggestion and annual savings (Include basis for estimate)

The above is proposed to help avoid the release of apparently innocuous information which, due to particularly sensitive investigative circumstances, could tend to identify or compromise sources or methods.

66-2319-317X

DE-60 8-20 JUN 5 1980

V-57

Disadvantages of suggestion

Very slight additional work involved.

[redacted]

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] opted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

[redacted]
Signature and Title of Suggester

Recommendations and comments of Division Head

The adoption of this suggestion could preclude the release of sensitive information inadvertently, which information could compromise our sources. I concur.

William D. Neumann
Signature and Title

(Do not write in this space - for Bureau use only)

Ltr of apprec.
HRG
8/14/80

APR 31 1981

FBI/DOJ

Suggestion #332-80
ADDENDUM: INTELLIGENCE DIVISION (INTD) CI-1 CWH:kag 6/20/80

INTD believes this suggestion may have merit, especially in further eliminating any weaknesses in the present procedures relative to field divisions' FOIPA releases of information. Presently at FBIHQ, Divisions IV and V have established procedures to safeguard the release of "sensitive information." These safeguards include prior classification of such data by the orginator, caveats marked on sensitive source materials, and storage of asset files and RIP files in the Special File Room (SFR), which requests permission of the FBI substantive desk supervisor prior to release of these files to FOIPA analysts. However, in most instances release of SFR file information is not first reviewed by the INTD substantive supervisor, and most likely would substantially add to their already cumbersome work load.

INTD recommends that Division IV review this suggestion in light of present FBIHQ and field divisions' policies regarding the release of FCI information to determine whether or not more safeguards are needed than those which presently exist.

APPROVED:

Director
Exec. AD-Inv.
Exec. AD-Adm.
Exec. AD-LES
Adm. Serv.
Crim. Inv.
Ident.
Intell.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgnt.
Tech. Servs.
Training
Public Affs. Off.

Recommendation and Comments of Division Head
Re: EMPLOYEE SUGGESTION OF
SA [redacted]

b6
b7C

Suggestion #~~83-80~~ 332-80

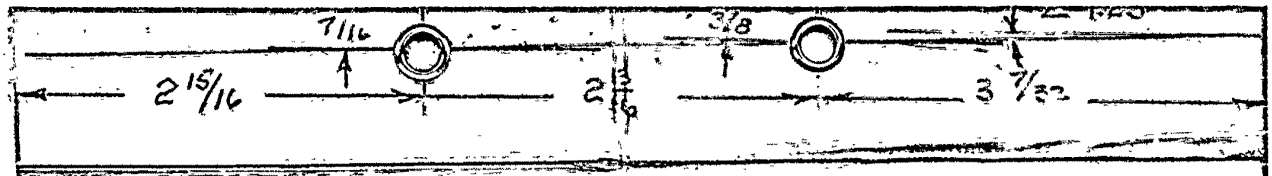
ADDENDUM: RECORDS MANAGEMENT DIVISION, 8/1/80, DD:dmj DD/mdj

This suggestion has merit and is recommended for adoption with certain modifications. FBI Headquarters currently has a systematic method of identifying those FCI cases (and other sensitive matters such as organized crime) which should be referred to an appropriate supervisor prior to processing under the Freedom of Information Act or similar type request.

This suggestion is recommended for adoption to the extent a rubber stamp be authorized for use by field offices and composed of a statement such as:

"Information in this case should be referred to supervisory personnel for assistance in responding to any Freedom of Information/Privacy Acts request or similar request."

The stamp should be placed on the top file cover whenever it is decided by the appropriate supervisor the case should be reviewed prior to any response to a Freedom of Information/Privacy Acts requester or similar type request. Also, when the case is closed, the stamp should be placed on the last serial in file, provided it is not an original lab report or some similar document.




4-396 (Rev. 3-20-79)

U. S. DEPARTMENT OF JUSTICE

MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE

# FEDERAL BUREAU
# OF
# INVESTIGATION

# HEADQUARTERS

b6
b7C

**Transfer - Call**

**Use Care in Handling this File**

66-D31F-38

Assistant Attorney General
for Administration
(Attention: [redacted])

June 9, 1980

b6
b7C

William L. Bailey, Assistant Director
Records Management Division

FEDERAL GOVERNMENT

FILE FRONTS
REQ 1397-FBI 206
Jacket 298-234

O Files

Reference is made to my letter dated February 14, 1980, regarding File Fronts, Req 1397-FBI 206 Jacket 298-234.

On May 20, 1980, the Federal Bureau of Investigation (FBI) received 100,000 file fronts (Form 4-596, Rev. 3/20/79) from the Acme Tag Company. This order replaced an order received in September, 1979, that was found to be unsatisfactory.

The location of the eyelets on the replacement file fronts is well outside the normal production tolerances available at most print shops. There is a 1/16 inch difference from the top of the file front to eyelets, causing the file front to be skewed 1 1/4 degrees when attached to the file back. The eyelets have also been installed off-center by 1/8 inch (measured at the top) when compared to the centerline of the main body of the file front. As the file grows in size using these fronts, these two combined defects will create an additional torsional load on the file back fastener when the file is stored in its normal side standing position. The stress on larger files will generate additional file repair activities in the years to come.

It was noted in paragraph five of the first page of referenced letter that the installation of the eyelets on the previously rejected file fronts were off-center by 3/32 inch. Unfortunately, that quality problem was not considered important enough for the vendor to check when the current production was run.

DE-AS 66-2317-318

6 JUN 13 1980

3 - Mr. Long (ENCLOSURE)
Attn: [redacted]
LLW:evp (10)

1 - Mr. Bailey
1 - [redacted]
1 -

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

Hand carried to dept 6/12/80

MAIL ROOM

59 JUL 11 1980

FBI/DOJ

Assistant Attorney General
for Administration

The vendor has made some effort in correcting the defects of the previous order. However, defects present in the replacement order are of great concern, inasmuch as it will precipitate substantial file repair costs in the years to come.

It is recommended that a reduced price be negotiated that will compensate the FBI for utilizing the defective material, or that the entire order be reprinted at no cost.

Attached to this memorandum is a folded file front to illustrate the defects found in this order.

Enclosure

NOTE: This letter has been coordinated with the Printing and Space Management Section, Administrative Services Division, who will hand carry to the Department of Justice.

| | | |
|---|---|---|
| APPROVED: | Adm. Serv. _____ | Legal Coun. _____ |
| | Crim. Inv. _____ | Plan & Insp. _____ |
| Director _____ | | Rec Mgnt WLB/RMJ |
| Exec AD-Inv. _____ | Ident. _____ | Tech Servs _____ |
| Exec. AD-Adm. _____ | Intell. _____ | Training _____ |
| Exec. AD-LES _____ | Laboratory _____ | Public Affs. Off. _____ |

1145479-000 --- 66-HQ-2319 --- Section 5 (935429)

UNITED STATES GOVERNMENT

# *Memorandum*

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___ b6
Tech. Servs. ___ b7C
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

TO : Mr. Bailey WLE/RJX

DATE: 7/10/80

FROM : [redacted] fwx

SUBJECT: ~~FILE~~ COUNT 9 FILES
RECORDS MANAGEMENT DIVISION (RMD)

RE: [redacted] to Bailey Memo dated 7/9/80

PURPOSE:

To set forth procedures for compiling an approximate file count of file holdings in RMD.

RECOMMENDATION:

None. For information only.

APPROVED:
Director ___
Exec. AD-Inv. ___
Exec. AD-Adm. ___
Exec. AD-LES ___
Adm. Serv. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. WLE/RJX
Tech. Servs. ___
Training ___
Public Affs. Off. ___

DETAILS:

Set forth in the following pages are procedures in obtaining RMD quarterly file count report prepared by the Records Research Staff.

PROCEDURES:

To obtain the investigative file volume, total cases and total hard copy cases.

1. Request FAP 10499 for:
   a. cases on microfilm
   b. number of cases that are multi section and average section per case

2. Temporarily add all classifications from last case numbers assigned from Aims (do not add Classification 13, this is litigation). Then add 115,257 to your total. These are the case total of classifications which are obsolete. (When FAP 11ØØØ is ready, it will have the total cases opened from 1945 to present. A one time figuring for each classification prior to 1945 from Aims list would be done. This total will be then added to FAP 11ØØØ).

V-38 DE-82 66-2319-319

1 - [redacted]
1 - Mr. Bailey (Admin)
1 - [redacted]
1 -
RR: klj (5) JUL 14 1980

(CONTINUED - OVER)

JUL 14 1980

FBI/DOJ

Memorandum [redacted] to Bailey dated 7/10/80 b6 b7C
RE: File Count
Records Management Division (RMD)

3. Obtain purge count, additional volumes added to SFR, and sub volumes opened.

4. Investigative Volume Count
   a. add: cases purged
   cases on microfilm
   multi section cases
   Total (P,M,Multi)_____

   b. Total New Cases Opened
   - Total (P,M,Multi)
   Single volume files

   c. add: multi section volumes
   multi section volumes SFR
   Total volumes of sub case files numbers_____
   (add from previous report)
   Multi volume total

   d. add: Single Volume files
   Multi volume total_____
   Total volumes_____(Investigative)

Miscellaneous: Total Cases

1. Total new cases opened
   (-) Purged
   Total cases

2. Total Hard Copy Cases
   Total Cases
   (-) Cases on microfilm
   Total Hard Copy Cases

Personnel Records

New Cases Opened

Cases Purged

Cases on Microfilm

Multi Section Volumes
Volumes of Sub Case File numbers
Multi Section Volumes (Special Files)

Only information available is: New Cases Opened
(-) Cases Purged
Total Cases

Memorandum [redacted] to Bailey dated 7/10/80 b6 b7C
RE: File Count
Records Management Division (RMD)

Summary: (Investigative and Personnel Files)

Total Cases: Total Cases (Invest)
+ New Cases Opened (Personnel, Microfilm included)
Total

Total Volumes: Total Volumes (Invest)
+ New Cases Opened (Personnel, Microfilm included)
Total Volume

Total Hard Copy: Total Hard Copy Cases (Invest)
+ New Cases Opened (Personnel, Microfilm included)
Hard Copy

Unknown Figures

1. Number of cases skipped
2. Number of cases consolidated (changed to). This figure will not be used as it can be used again if it is less than 6 months old.

Note:

Volume or Sections are considered the same.
Case or File are considered the same.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#371-80

Date: 8/1/80

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: El Paso

b6
b7C

SUGGESTION

It is suggested that original FD-302s be filed in a subfile and/or folder attached to the main file and that a copy of each FD-302 be placed in the main file.

BUREAU FILES

Current practice or rule (Include manual citation as well as facts)

Original FD-302s are filed in main file.

Advantages of suggestion and annual savings (include basis for estimate)

It is believed this would save considerable time as it is now necessary to pull original FD-302s when needed for trial or when case is RUC'd and same are forwarded to the office of origin. It is felt this would be particularly advantageous in a major case where there are volumes and volumes of original FD-302s which may be needed in court once the case is brought to trial. Also, an Agent would be able to review all FD-302s in any particular case by just requesting the subfile and/or folder and he would not have to go through all the volumes of any particular case. Dissemination of 302s could be as follows: original to subfile and/or folder, copy to main file and a work copy to case Agent.

66-2314-319X

5

AUG 4 1980

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Secretary (Typed or printed)

Signature and Title of Suggester

Recommendations and comments of Division Head

I have reviewed this suggestion submitted by [redacted] I am of the opinion that the suggestion has excellent merit and should be carefully considered for favorable action by FBIHQ.

James E. Nelke

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

Det. to SEP Supervisor 10/15

HRG: [illegible]

8/26/80

✓

RE: Suggestion #371-80

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD)(TBD:km 8/18/80)

It is proposed in attached suggestion number 371-80 from the El Paso Office that original FD-302s be filed in subfiles and/or folders attached to the main file and that a copy of each FD-302 be placed in the main file. Suggester believes that proposed practice would be particularly advantageous in a major case operation as all original FD-302s would be filed in one place and easily accessible for review and/or use in court.

OBSERVATIONS:

Pages 31, 32, and 33 of the "Major Case Operations" manual identifies certain subfiles that maybe opened as soon as a major case is opened. Specifically mentioned are subfiles for Office of Origin and Auxiliary Office FD-302s. RMD is of the opinion that the use of subfiles for purposes stated in suggestion should be limited to major cases only since many of the regular cases have only one or two FD-302s and the administrative burden of handling that material in the suggested fashion would be counterproductive. To segregate FD-302s in all cases would be cumbersome, inefficient, and complicate the management and control of such material.

In view of above, RMD is of the opinion that the use of subfiles for FD-302s should be restricted to major case as provided for in the "Major Case Operations" manual.

RECOMMENDATIONS:

Recommend suggestion not be adopted.

| | | |
|---|---|---|
| APPROVED: | Adm. Serv. ____ | Legal Coun. ____ |
| | Crim. Inv. ____ | Plan. & Insp. ____ |
| Director ____ | | Rec. Mgnt. RPF/RWK |
| Exec. AD-Inv. ____ | Ident. ____ | Tech. Servs. ____ |
| Exec. AD-Adm. ____ | Intell. ____ | Training ____ |
| Exec. AD-LES ____ | Laboratory ____ | Public Affs. Off. ____ |

August 18, 1980

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
San Francisco, California

FILES

Dear [redacted]

Thank you for your suggestion that a procedure be established whereby file jackets containing particularly sensitive information be marked. After careful consideration, a modified version of your proposal is being approved.

The interest you expressed by submitting your idea is appreciated and it is hoped that you will give us the benefit of any others you may have to enhance our operations.

Sincerely yours,

Richard E. Long

Richard E. Long
Assistant Director
Administrative Services Division

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Serv. | Legal Coun. |
| Exec. AD-Inv. | Crim. Inv. | Plan. & Insp. |
| Exec. AD-Adm. | Ident. | Rec. Mgnt. |
| Exec. AD-LES | Intell. | Tech. Servs. |
| | Laboratory | Training |
| | | Public Affs. Off. |

2 - San Francisco
1 - Field Personnel file
1 - Suggestion file

1 - Personnel file of SA [redacted]

LRG:tab
(6)

(Suggestion #332-80)

66-2319-320

Continued - Over

17 AUG 20 1980

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

MAIL ROOM ☐

FBI/DOJ

b6
b7C

[redacted]
Federal Bureau of Investigation
San Francisco, California

NOTE: Suggests that a procedure be established whereby the file jacket of FCI cases ~~to be~~ particularly sensitive be marked. Intelligence Division advised suggestion has merit, especially in further eliminating any weaknesses in the present procedures relative to field divisions' FOIPA releases of information. RMD advised proposal has merit and recommendeds adoption with certain modifications. Suggestion is recommended for adoption to the extent a rubber stamp be authorized for use by field offices and composed of a statement such as: "Information in this case should be referred to supervisory personnel for assistance in responding to any Freedom of Information/ Privacy Acts request or similar request." The stamp should be placed on the topfile cover whenever it is decided by the appropriate supervisor the case should be reviewed prior to any response to a FOIPA requester or similar request. Also, when the case is closed, the stamp should be placed on the last serial in file, provided it is not an original lab report or some ~~similar~~ similar document. Therefore, suggester being advised modified version of suggestion being adopted and upon approval, RMD should advise the field offices to place this procedure into effect and give appropriate instructions. Views attached.

Employee Suggestion
FD-252 (Rev. 9-11-59)

# 350-80

Date: 8-8-80

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Tampa b6 b7C

SUGGESTION

Files

It is suggested that an updated file cover be instituted wherein the Alpha designation number, desk number, case agent, office of origin file number, and other field office numbers will be on the front of the case file and readily accessible to anyone working on a particular case. (See attached copy of sample.)

It is also suggested that the file covers (both front and back) be widened ½" to hold 8½" X 11" paper.

Current practice or rule (Include manual citation as well as facts)

Current file cover has space for the Bureau file number, field office file number and case agent's name.

Advantages of suggestion and annual savings (include basis for estimate)

This suggestion will update the file cover, thereby saving time by the individual working on the file at any time.

6

sadvantages of suggestion

66-2317-321

e use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or gns upon the United States. I understand that I will be considere in two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

mmendations and comments of Division Head

See Addendum. SAC concurs.

9-4

Signature and Title

t write in this space - for Bureau use only)

SEP 16 1980

SECURE

Recommednations and comments of Division Head:

ADDENDUM:

This suggestion incorporates information currently being written on the file cover. Identification of this specific information on the cover would act as a reminder of the need for this data. In lieu of the term desk, the term supervisor would more accurately describe the administrative responsibility channel. The placing of field office file numbers on the outside of the jacket, except for Bureau and office of origin, could create confusion, and this could be placed on the inside cover, thereby not eliminating needed space to identify the case Agent(s).

RE: Suggestion from Tampa Office
Suggestion #380-80
ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (TBD:tfc 8/21/80)

It is proposed in attached suggestion from the Tampa Office that the file front, form FD-245, be revised to provide space for capturing the ALPHA designation number, desk number, Case Agent, Office of Orgin file number, and other field office numbers. It is also suggested that the file front and back be increased in size to be compatible with the larger paper (8½ x 11 inches).

OBSERVATIONS:

FBIHQ has already taken steps to enlarge the file front and back in proportion to the larger paper (8½ x 11 inches). Current instructions contained in the Manual of the Adminstrative Operations and Procedures (MAOP) Part II, Section 2-4.3 (6), page 286, permits the recording of auxilary office and other file numbers on the inside of the file cover. The file front (FD-245) has already become congested with preprinted information. RMD is therefore of the opinion that the file front is already crowded and that information such as the ALPHA designation, desk number, Case Agent, etc., which is subject to change, should not be preprinted on the file front as it would tend to further congest this form.

RECOMMENDATIONS:

Recommend suggestion not be adopted.

APPROVED:

Director _____
Exec. AD-Inv. _____
Exec. AD-Adm. _____
Exec. AD-LES _____
Adm. Serv. _____
Crim. Inv. _____
Ident. _____
Intell. _____
Laboratory _____
Legal Coun. _____
Plan. & Insp. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Public Affs. Off. _____

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO. (Alpha)

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

OO File number

Field Office Numbers:

*See also Nos.*

Serials

Volume Number

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

Alpha

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

OO File number

Field Office Numbers:

*See also Nos.*

Volume Number

Serials

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

Alpha

# FEDERAL BUREAU

of

# INVESTIGATION

Bureau File Number

OO File number

Field Office Numbers:

See also Nos.

Volume Number

Serials

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

(ALPHA)

# FEDERAL BUREAU

of

# INVESTIGATION

Bureau File Number

OO File number

Field Office Numbers:

See also Nos.

Volume Number

Serials

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO. [ ] (ALPHA)

# FEDERAL BUREAU

of

# INVESTIGATION

Bureau File Number

OO File number

Field Office Numbers:

See also Nos.

Volume Number

Serials

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

ALPHA

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

OO File number

Volume Number

Serials

Field Office Numbers:

See also Nos.

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO. (Alpha)

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

OO File number

Field Office Numbers:

*See also Nos.*

Volume Number

Serials

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

ALPHA

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

OO File number

Field Office Numbers:

*See also Nos.*

Serials

Volume Number

Desk #:

Case Agent:

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO. [ ] (Alpha)

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number _____

OO File number _____

Field Office Numbers:

_____

_____

_____

_____

_____

_____

_____

See also Nos.

_____

_____

_____

_____

_____

_____

_____

Serials

Volume Number

Desk #: _____ Case Agent: _____

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO. [ ] (ALPHA)

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number _____

OO File number _____

Field Office Numbees:

_____

_____

_____

_____

_____

_____

See also Nos.

_____

_____

_____

_____

_____

_____

Volume Number _____

Serials

Desk #: _____

Case Agent: _____

September 4, 1980

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Tampa, Florida

Dear [redacted]

Thank you for your suggestion that an updated file cover be instituted wherein more information could be included and that the file covers be widened. You may be interested to know that steps already have been taken to enlarge the file front and back in proportion to the larger paper. Also, it is believed that the file front is already crowded and that information such as you suggested should not be preprinted on the file front as it would tend to further congest this form. Therefore, no action is being taken on your proposal.

Although favorable action was not taken at this time, the interest you displayed by submitting your idea is indeed appreciated.

Sincerely yours,

Charles R. McKinnon
Assistant Director
Administrative Services Division

MAILED 16
SEP 4 1980
FBI

66-2317-322

APPROVED:

| | | | |
|---|---|---|---|
| Director | Adm. Serv | Legal Coun. | |
| Exec. AD-Adm. | Crim. Inv. | Plan. & Insp. | |
| Exec. AD-Inv. | Ident. | Rec. Mgnt. | RMK |
| | Intell. | Tech. Servs. | |
| | Laboratory | Training | |
| | | Off. of Cong. & Public Affs. | |

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

2 - Tampa
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted]
LRG:tab
(6)

(Suggestion #380-80)

1 SEP 4 1980

MAIL ROOM

Continued - Over

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
Tampa, Florida

NOTE: Suggests that an updated file cover be instituted wherein the Alpha designation number, desk number, Case Agent, office of origin, file number, and other field office numbers will be on the front of the case file and readily accessible to anyone working on a particular case. Also, that the file covers both front and back be widened, RMD advised that steps have already been taken to enlarge the file front and back in proporation to the larger paper and is of the opinion that the file front is already crowded and that information such as the ALPHA designation, desk number, Case Agent, etc., which is subject to change, should not be preprinted on the file front as it would tend to further congest this form. Views attached.

September 4, 1980

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
El Paso, Texas

BUREAU FILES

Dear [redacted]

Thank you for your suggestion that original FD-302s be filed in a subfile and/or folder attached to the main file and a copy be placed in the main file. After careful consideration, your proposal is not being approved since it has been noted that in the "Major Case Operations" Manual it identifies certain subfiles which can be opened as soon as a major case is opened. Therefore, it is believed that the use of subfiles should be limited to these types of cases since many of the regular cases have only one or two FD-302s and the administrative burden of handling that material as you suggested would be counter-productive.

The interest you displayed by submitting your idea is certainly appreciated.

DE-87 CC-2319-323

Sincerely yours,

MAILED 16
SEP 4 1980
FBI

SEP 5 1980

Charles R. McKinnon
Assistant Director
Administrative Services Division

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED: Adm. Serv ___ Legal Coun. ___
Crim. Inv. ___ Plan. & Insp. ___
Director ___ Rec. Mgnt. ___
Exec. AD-Adm. ___ Ident. ___ Tech. Servs. ___
Exec. AD-Inv. ___ Intell. ___ Training ___
AD-LES ___ Laboratory ___ Off. of Cong. & Public Affs. ___

2 - El Paso
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted]

CLRG:tab
(6)

(Suggestion #371-80)

Continued - Over

MAIL ROOM

FBI/DOJ

[redacted]

b6
b7C

Federal Bureau of Investigation
El Paso, Texas

NOTE: Suggests that original FD-302s be filed in a subfile and/or folder attached to the main file and that a copy of each FD-302 be placed in the main file. RMD advised that in the "Major Case Operations" Manual it identifies certain subfiles that may be opened as soon as a major case is opened. Specifically mentioned are subfiles for Office of Origin and Auxiliary Office FD-302s. It is believed that the use of subfiles for purposes stated in suggestion should be limited to major cases only since many of the regular cases have only one or two FD-302s and the administrative burden of handling that material in the suggested fashion would be counterproductive. To segregate FD-302s in all cases would be cumbersome, inefficient, and complicate the management and control of such material. Views attached.

All SACs 3/3/81

Attention: Principal Legal Advisor
Privacy Control Officer

Director, FBI

[redacted] b6 b7C

FIELD OFFICE FILES TRANSMITTED TO FBIHQ

There have been and continue to be instances that require field offices to forward certain field files to FBIHQ for review and processing, primarily in connection with the Freedom of Information/Privacy Acts and Civil Discovery matters. Due to the similarity of the file fronts, many of the field files inadvertently become integrated into the several million files at FBIHQ. Once this happens considerable clerical time is required to locate and retrieve the files.

To minimize and/or preclude the aforementioned, you should in the future when requested to forward files to FBIHQ remove the original file cover, form FD-245, and replace it with the green file cover, form FD-245a. No file number or other markings are to be placed on the green cover. The original file cover, FD-245, is to be retained in the field office in the normal file sequence until FBIHQ has returned the file, at which time the green cover, FD-245a, is to be removed and replaced with the original cover, form FD-245. The green cover can be reused for subsequent submissions and/or its original purpose since it bears no markings. The use of the green file cover will create a color scheme that should prevent field files sent to FBIHQ from becoming intermingled with Headquarters files.

Your cooperation in this regard is greatly appreciated.

1 - Mr. Colwell
1 - Mr. Mullen
1 - Mr. Otto
1 - Each Assistant Director
1 - [redacted]
1 - [redacted]

1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]

TBD:tfc
(25)

See Note page 2

63 DEC 106

323X
7-9-80

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

MAIL ROOM

FBI/DOJ

Memorandum to All SACs
RE: Field Office Files Transmitted to FBIHQ

NOTE: Currently a rubber stamp which states "Field Office File FOIPA Processed" is placed on the file cover of field files received at FBIHQ. While the stamp is legible, it does not stand out sufficiently to preclude field files from becoming intermingled with the several million Headquarters files. When this occurs considerable man-hours are expended locating and retrieving the file(s). The use of the green file cover, form FD-245a, will create a very visible color scheme that will assist substantially in keeping field files segregated from Headquarters files. The green file cover is used on informant and asset files in the field to create a color scheme that makes these files easily distinguishable from other files and eliminates the possibility of informant/asset files from becoming intermingled with other field files. Currently the green file cover is not used for any purpose at FBIHQ.

This has been coordinated with [redacted] FOIPA Section, and [redacted] Civil Discovery Review Unit, RMD; [redacted] Criminal Investigative Division; and [redacted] Intelligence Division. b6 b7C

APPROVED: Adm. Serv. Lab. Clin. Coun.
Dir. Off. Leg. Plan. & Insp.
Dep. Dir. Rec. Mgt.
Asst. Dir. Tech. Servs.
Asst. Dir. Fin.
Asst. Dir.

Employee Suggestion
FD-252 (Rev. 3-11-59)

133-81

Date: 3/9/81

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: NEW YORK

b6
b7C

SUGGESTION

Institution of a Case File Serial Log which would be the top serial in the last file, similar to the FD-487 (NCIC Activity Log). Purpose of the log is to record each serial in the file for quick reference at a later date whether for a file review or for preparation of a Prosecutive Summary Report.

Current practice or rule (Include manual citation as well as facts)

There are no current procedures regarding a Case File Serial Log, however, should this suggestion be adopted, the logical area for inclusion in the Manual of Administrative Operations & Practices

Advantages of suggestion and annual savings (include basis for estimate)

The advantages of the proposed Case File Serial Log (FSL) is to provide supervisors, case agents and clerical personnel with a quick reference sheet for reference material, Prosecutive Summary Reports, file reviews etc. This is necessary due to the complex and voluminous investigations presently being conducted in all FBI classifications, in which most files are several volumes in length. With this new log case agents and supervisors will be able to review the last volume and be able to identify pertinent serials for easy retrieval. By having a quick reference log (Table of Contents) as the last serial, not to be serialized itself, the clerical personnel would not have to continually obtain previous volumes from the closed file.

Disadvantages of suggestion

As with any new operational proposal the initial MAOP changes would be required, however, this procedure is relatively minor and adjustments should be minimal. The initial cost of preparing the form should also be minimal as it will be similar to the FD-487 and only one sheet is required. This initial cost should be of minimal consequence

(The use by the United States of my suggestion shall not form the b[redacted]rs, or assigns upon the United States. I understand that I will be conside[redacted]s adopted within two years after submission.)

XX Mr. ☐ Mrs. ☐ Mi[redacted]

[redacted] Special Agent

Recommendations and comments of Division Head

This suggestion appears to have merit and should be considered for adoption, as it would provide a ready reference for contents of investigative files and thus, eliminate lengthy file reviews.

5-6

Signature and Title

Daniel J. McNally SAC

SAC, DIVISION IV, NYO

(Do not write in this space - for Bureau use only)

Ltr to approve
4/28/81

3-Bureau 2-New York (1-66-7111) (Personnel Folder SA [redacted])

53 MAY 29 1981

FBI/DOJ

Current Practice or Rule (Cont'd)

would be located in Part II, Section 2-4.3, 5 & 5.1, pages 286 and 314. The only other area which may be applicable should this suggestion be accepted would ne MAOP, Part II, Section 7-1,2 which outlines the procedures used for the NCIC activity log (FD-487

Advantages of Suggestion & Annual Savings (Cont'd)

section. In some offices this can be extemely significant due to the number of volumes and distance between the rotor and closed flies. Of utmost importance, this new log would allow for a quick retrieval of material necessary for a prosecutive report. As in most complex cases in which a seperate sub file for FD-302's is established, the log will provide a simple, quick way of locating pertinent 302s. Further, where consensual monitoring and/or body recordings are authorized, the serials granting approval can easily be located, whereas, under the present system, a 10 volume case file, could result in a time cosuming search for such serials. An example of how this form can be utilized is attached. The responsibility for keeping the log current would be that of the case agent. This would be accomplished by attaching the log to new serials, i.e. new mail, 302's etc to the case agent, who in turn will review the new serial and make what notes are necessary to later identify the serial. This log would only be necessary on cases in which multiple volumes were anticipated, and would be more applicable in those cases in which there is a good chance for prosecution. Also, regarding FCI files this log could be of value in those cases where prosecution is sought or the case is of significant public interest.

There is no accurate means of measuring cost effectiveness, however, logic would dictate that if the case agent and/or clerical personnel need only check the latest file, kept in the rotor, for a complete listing of the case file serials, then manhours will be spent in a more cost effective fashion. It is conservately estimated that during the preparation of a prosecutive summary report approximately 3.0 hours can be saved in searching voluminous files for a specific serial. With this emphasis placed on Prosecutive Reports, the savings in manhours can be quite significant resulting in the savings of thousands of dollars.

Disadvantages of Suggestion (Cont'd)

in the final analysis due to the savings of manpower hours searching for serials in multi-volume investigations. There also could be a problem with security of the log if used in FCI matters, due to the sensitivity of the investigations, and also having a Table of Contents should the file become compromised. Due to the caution taken in securing FCI matters, this problem should be of no significance. Further, in larger offices, there is a possibility of the serial log becoming detached and or lost when routed to the agent, however; if the proper care is taken then this disadvantage should also be of little significance.

FD-XXX

Example 1

# CASE FILE SERIAL LOG

File No. ____________

| Serial | Date | Type of Serial | miscellaneous Information | Serial | Date | Type of Serial | miscellaneous Information |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

66-2319-[illegible]

FD-XXX

Example 1A

# CASE FILE SERIAL LOG

File No. 196B-1234

| Serial | Date | Type of Serial | Miscellaneous Information | Serial | Date | Type of Serial | Miscellaneous Information |
|---|---|---|---|---|---|---|---|
| 1 | x/xx/xx | memo | Re: Complaint | 29 | | | |
| 2 | x/xx/xx | 302 | John Ruff | 30 | | | |
| 3 | x/xx/xx | TT | Bu re: cmI Leads mo, mm | 31 (vol III) | | | |
| 4 | x/xx/xx | FD196 | Bu re: Hand-writing | 32 | | | |
| 5 | x/xx/xx | 302 | Jim Wright | 33 | | | |
| 6 | x/xx/xx | insert | Criminal cks | 34 | | | |
| 7 | x/xx/xx | AT | Photo Line-ups To mo - mm | 35 | | | |
| 8 | x/xx/xx | search warrant | search of 123 Adam | 36 | | | |
| 9 | x/xx/xx | 302 | Re: Search | 37 | | | |
| 10 | x/xx/xx | 302 | Joe Scam | 38 | | | |
| 11 | x/xx/xx | 302 | Jane Doe | 39 | | | |
| 12 | x/xx/xx | 302 | Donna Small | 40 | | | |
| 13 (vol II) | x/xx/xx | AT | From MO | 41 | | | |
| 14 | x/xx/xx | 302 | Don Smith | 42 (vol IV) | | | |
| 15 | x/xx/xx | 302 | Jim Jones | 43 | | | |
| 16 | x/xx/xx | insert | Criminal cks | 44 | | | |
| 17 | x/xx/xx | AT | From MM | 45 | | | |
| 18 | x/xx/xx | LTR | USA - EDNY | 46 | | | |
| 19 | x/xx/xx | memo | File | 47 | | | |
| 20 | | etc | | 48 | | | |
| 21 | | | | 49 | | | |
| 22 | | | | 50 | | | |
| 23 | | | | 51 | | | |
| 24 | | | | 52 | | | |
| 25 | | | | 53 (vol V) | | | |
| 26 | | | | 54 | | | |
| 27 | | | | 55 | | | |
| 28 | | | | 56 | | | |

66-2219-274

Suggestion #133-81

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION (CID) MARCH 30, 1981 JLD/RCN:sas

Appropriate CID management personnel have reviewed the suggestion of SA Paul E. Storer concerning institution of a case file serial log. The general consensus following this review was that this suggestion not be adopted.

A major consideration in recommending that this suggestion not be adopted lies in the fact that there seems to be a proliferation throughout the field for the use of various "top serial" systems in all sorts of situations. Somme of these have been mandated by FBIHQ, such as the NCIC Activity Log, while others seem to be in use under various circumstances within different field divisions. This trend to adopt top serials should be controlled as much as possible in that it places added responsibilities on all personnel who are charged with handling Bureau files.

In the suggestion, it was indicated that the only advantage that the Case File Serial Log would have would be in multi-volume cases so that this addendum will address only those issues which would militate against the top serial log concept in those voluminous files. It would appear that there are various case management procedures which can be employed which would ease the file review problems stated in this suggestion. Currently the serialization by date order, the various colors used to represent different types of documents, as well as the format of various documents have been instituted to make file reviews easier. In addition, individual case Agents and Supervisors can establish any number of sub-files in multi-volume files to ease the file review burden. By establishing separate sub-files for FD 302's, tech logs, Bureau communications, surveillance logs, responses from other field offices, etc., case Agents should be able to adequately manage each case and ease file review problems. If these methods are not utilized in a multi-volume file, this would be a mismanagement of the case by both the case Agent and the Supervisor.

If this suggestion is adopted, there are several changes which should be considered. One of these changes should be to make the Rotor Clerk responsible for maintaining the log. It would be a time-consuming matter for the case Agent to maintain the log and in addition, the procedure outlined in the suggestion for getting the log to the Case Agent would appear to be unworkable. By requiring that the log be attached to each new serial, this would inevitably lead to the log being in-transit between the Rotor and the Case Agent a great deal of time on very active investigations. This situation would make it virtually impossible to maintain an up-to-date log and would create more problems than it would solve. One of the cost factors not addressed in the suggestion would be the time required by the Agent or the Rotor Clerk to maintain the log in a current status.

If it is decided to proceed with the suggestion for the implementation of a Case File Serial Log, it would be recommended that it be tried on a trial basis in several different field offices after which the results can be accessed prior to full implementation throughout the field.

APPROVED:

Director_____
Exec. AD-Adm._____
Exec. AD-Inv. _____
Exec. AD-LES _____

Adm. Serv. _____
Crim. Inv. [signature]
Ident. _____
Intell. _____
Laboratory _____

Legal Coun. _____
Plan. & Insp. _____
Rec. Mgt. _____
Tech. Servs. _____
Training _____
Off. of Cong. & Public Affs. _____

Addendum to Suggestion #133-81 from New York

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (FMK/adp) 4/13/81

It is proposed in attached suggestion #133-81 from New York that a Case File Serial Log be instituted. This would be retained as a top serial in the last volume of the file. Purpose of the log is to record each serial in the file for quick reference at a later date whether for a file review or for preparation of a Prosecutive Summary Report.

OBSERVATION:

RMD is in agreement with addendum prepared by Criminal Investigative Division that this suggestion not be adopted. The need for another "top serial" is unnecessary; the requiring of the log to accompany a new serial, not only has the potential for it getting lost, but being incomplete, as new mail coming in would necessitate the log being returned on a timely basis. Logically the log should be filled out by the rotor clerk, but taking into consideration the "must do" work done on a rotor, this becomes an added burden that is not an enhancement to record keeping.

RECOMMENDATION:

Recommend suggestion not be adopted.

| | | |
|---|---|---|
| APPROVED: | Adm. Serv. _____ | Legal Coun. _____ |
| | Crim. Inv. _____ | Plan. & Insp. _____ |
| Director _____ | | F/Rec'd |
| Exec. AD-Adm. _____ | [illegible] _____ | T[illegible] _____ |
| [illegible] _____ | [illegible] _____ | T[illegible] _____ |
| Exec. AD-LE[illegible] _____ | Laboratory _____ | C[illegible] _____ |

April 28, 1981

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
New York, New York

Dear [redacted]

Your suggestion to institute a case file serial log has been received. After a thorough evaluation, your proposal is not being approved since it is not believed to be necessary. The requiring of the log to accompany a new serial not only has the potential for it getting lost, but being incomplete as new mail coming in would necessitate the log being returned on a timely basis. Also, it is believed that if this log was instituted it would be an added burden and not an enhancement to record keeping.

Although positive action was not taken in this instance, the interest and enthusiasm you expressed by submitting this idea are most appreciated.

Sincerely yours,

Oliver B. Revell
Assistant Director
Administrative Services Division

2 - New York
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted] (Suggestion #133-81).

LRG:tab
(6)

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED:
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___

Adm. Serv ___
Crim. Inv ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___

66-2317-325

Continued - Over

MAIL ROOM

MAILED 12
APR 27 1981
FBI

[redacted]
Federal Bureau of Investigation
New York, New York

b6
b7C

NOTE: Suggests that a case file serial log which would be the top serial in the last file, similar to the FD-487 be instituted. Reasons for nonadoption of this suggestion set forth in letter to suggester and detailed addenda of Criminal Investigative Division and Records Management Division.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#288-81

Date: May 5, 1981

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Records Management

b6
b7C

SUGGESTION

After the Freedom of Information-Privacy Acts Section (FOI/PA) has determined that a file in their possession should be forwarded to the Document Classification Unit (DCU) for classification, they should place a forwarding tag on the file. They should list all information for DCU needed on a forwarding tag and place their name under this information so they can have the file sent back to them.

Thank You

Current practice or rule (Include manual citation as well as facts)

Each person holding a file is responsible for calling X [redacted] or sending a list of the files that are to be transferred to the X [redacted] area.

Advantages of suggestion and annual savings (include basis for estimate)

This would help Locate Clerks in tracking down a file when it is needed on an urgent basis for trial, etc. This would also keep the CRT Operation in smooth order.

S. Logan

Disadvantages of suggestion

The FOI/PA Section may fail to call all information for transfer with the additional forwarding information. The forwarding tags may become overcrowded with names on the list for forwarding.

66-[redacted]-326

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted] DCU clerk
Signature of Suggester

Recommendations and comments of Division Head

See page 2.

Robert P. Finzel JUN 22 1981
Robert P. Finzel, Assistant Director
Signature and Title

(Do not write in this space - for Bureau use only)

6/19/81

JUN 23 1981

3/26

Unrecorded Copy Filed In

FBI/DOJ

b6
b7C

Suggestion from [redacted] to Director, FBI

ADDENDUM: RECORDS MANAGEMENT DIVISION
DOCUMENT CLASSIFICATION UNIT
5/5/81, JEB:mjk

[redacted] suggestion and concern for facilitating location of files within the Document Classification Unit is appreciated. If, however, rules currently in place, i.e., officially transferring files, were followed, her suggestion would not be necessary. For this reason, it is recommended that [redacted] be thanked for her concern as she has been by her Unit Chief, but her suggestion not be adopted.

UED

June 19, 1981

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

Thank you for your suggestion that after the Freedom of Information-Privacy Acts Section has determined that a file in their possession should be forwarded to [redacted], a forwarding tag should be placed on the file. After careful consideration, your proposal is not being approved since it is believed that the current practice to officially transfer files is sufficient.

Although positive action was not taken in this instance, the interest and concern you exhibited by submitting your idea are indeed appreciated.

Sincerely yours,

Oliver B. Revell
Assistant Director
Administrative Services Division

1 - Mr. Finzel (Personal Attention)
1 - Personnel file of [redacted]
LRG:tab
(5)

(Suggestion #288-81)

APPROVED: Director, Exec. AD-Adm., Exec. AD-Inv., Exec. AD-LES, Adm. Servs., Crim. Inv., Ident., Inspection, Intell., Laboratory, Legal Coun., Rec. Mgmt., Tech. Servs., Training, Off. of Cong. & Public Affs.

NOTE: Suggestion and reasons for nonadoption of suggestion set forth in letter to suggester and addendum of RMD.

JUN 26 1981

MAIL ROOM

Unrecorded Copy Filed In

Employee Suggestion
FD-252 (Rev. 9-11-59)

#394-81

| Date | |
|---|---|
| 9/21/81 | |

| To: Director, FBI | From: (Suggester's name) ASAC Joseph E. Ondrula | Division of Assignment Springfield |
|---|---|---|

SUGGESTION

That FBIHQ modify the file jacket (FD-245) for cases involving ELSUR matters. Once the investigation would involve telephonic or non-telephonic usage, the file jacket would be replaced with the designated ELSUR color coded front. In addition to the color coding, the word "ELSUR" could be inscribed on the new file front.

File

Current practice or rule (Include manual citation as well as facts)

Current practice is for each field office to rubber stamp "ELSUR" on the file jacket.

Advantages of suggestion and annual savings (include basis for estimate)

It is recognized through inspection procedures that major administrative deficiencies in the area of ELSUR matters continue in many field divisions. The deficiencies, in my opinion, are due to the lack of management control to assure compliance. Through usage of a color coded file front, it would clearly identify those files in which one or more methods of electronic surveillance have been utilized. Thus it would enhance FBI personnel to closely monitor for compliance.

Disadvantages of suggestion

None apparent.

DE-29 66-3317-328

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss ASAC Joseph E. Ondrula
Signature and Title of Suggester

Recommendations and comments of Division Head

The suggestion would provide a uniform method of alerting individuals to appropriately handle ELSUR matters and is worthy of consideration.

Robert B. Davenport
Signature and Title SAC

(Do not write in this space - for Bureau use only)

Let. of appr. 10/22/81 HRG:mlb 157

4 SEP 25 1981

10/27

3 - Bureau 2 - Springfield (1 - 66-2360) (1 - 67-Personnel file)
JEO/dc

FBI/DOJ

RE: Suggestion #~~394~~ 396-81

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (RMF/adp 10/15/81)

It is proposed in attached suggestion from Springfield, that file jackets for cases utilizing ELSUR be color coded. Suggester is of the opinion Bureau personnel would then more clearly monitor these cases to assume compliance of management control which he feels to be a deficiency recognized during field office inspections.

OBSERVATIONS:

RMD has recently conducted a careful review of the most recent inspection findings of each field division relating to ELSUR matters, and finds the noted deficiencies would in no way be alleviated by the implementation of this suggestion. Current policy of stamping "ELSUR" on the file jacket should remain in effect.

RECOMMENDATION:

Recommend suggestion not be adopted.

APPROVED: Adm. Servs. ____ Laboratory ____
Director ____ Ext. Affs. ____
Exec. AD-Adm. ____ Exec. AD-Inv. ____
Exec. AD-LES ____ Inspection ____ Off. Gen. ____
F/Rux

October 22, 1981

PERSONAL

Mr. Joseph E. Ondrula
Federal Bureau of Investigation
Springfield, Illinois

Dear Mr. Ondrula:

I have received your suggestion to revise Form FD-245 for cases involving ELSUR matters. You may be interested to know that the Records Management Division has recently conducted a review of the most recent inspection findings of each field division relating to ELSUR matters, and finds the noted deficiencies would not be alleviated by implementation of your proposal. Therefore, it is believed that the current policy of stamping "ELSUR" on the file jacket should remain in effect.

Although positive action was not taken in this instance, please be assured that the interest and concern you expressed by submitting your idea are appreciated. It is hoped that you will continue to give us the benefit of any others you may have in the future.

DE-29 V-53 62-116329

Sincerely yours,

Oliver B. Revell
Assistant Director
Administrative Services Division

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___
Director ___
Exec. AD-Adm. ___ Ident. ___
Exec. AD-Inv. ___ Inspection ___
Exec. AD-LES ___ Intell. ___ & Public Affs. ___

2 - Springfield
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of Mr. Joseph E. Ondrula
(Suggestion #396-81)

CLR:tab
(6)

MAIL ROOM ☐

Continued - Over

OCT 27 1981

Mr. Joseph E. Ondrula
Federal Bureau of Investigation
Springfield, Illinois

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD.

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Finzel

Date November 3, 1981

From : [redacted]

b6
b7C

Subject: FILE FRONTS - JACKET 351-370
REQUISITION 2150
Files

PURPOSE:

To seek approval to reject the preproduction samples identified in captioned requisition.

RECOMMENDATION:

1. That this matter be referred to the Administrative Services Division and that the Government Printing Office (GPO), through the Department of Justice (DOJ), be advised that the FBI does not approve of the preproduction samples offered.

APPROVED:
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun ___
Off of Cong & Public Affs ___
Rec Mgnt.
Tech Servs. ___
Training ___

2. That GPO also be advised through the DOJ to select only first quality materials and fabrication techniques for FBI file front fabrication and printing.

APPROVED:
Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Off of Cong. & Public Affs
Rec Mgnt.
Tech. Servs. ___
Training ___

66-2319-330

23 NOV 13

3 - Mr. Revell (Attn: [redacted])
2 - Mr. Finzel (Admin) (Attn: [redacted])
1 - [redacted]
1 -
1 -

RBW/adp
(9)

30 DEC 31 1981

35

Memo [redacted] to Finzel dated 11/9/81 requesting approval to reject samples submitted by DAT. Proposed letter to DOJ attached for concurrence.

FBI/DOJ

b6
b7C

Memorandum [redacted] to Mr. Finzel
RE: FILE FRONTS - JACKET 351-370
REQUISITION 2150

DETAILS:

Preproduction samples of file fronts were provided for FBI approval in early September 1981. Recognizing that they did not "feel" quite right, the Records Research Staff, Records Systems Section, asked the Preservation Services Lab at National Archives and Records Services (NARS) to examine the preproduction sample and compare it against samples from the last two file front orders. The preproduction samples offered for approval for captioned order were inferior to file fronts now in use in many respects. The material selected for the preproduction samples appears to be from a very poor mill run. The fabrication technique used to install the eyelets left a ring of jagged metal edges on the back side of the file front that is inferior to the smooth coined surface of the examples provided by the FBI. Additionally, the thickness of the finished eyelet on the preproduction samples were .075 of an inch, whereas the previous file fronts were measured at .050 and .060 of an inch. Although the base weight of the material of the preproduction sample was slightly higher than the file fronts now in use, the mechanical properties of tear, surface smoothness, fold resistance, relative stiffness, tensil strength and surface toughness were inferior.

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To LC/Mr. Colwell

Date 11/6/81

From : PRF P. Finzel

Bureau Files

Subject : PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE:

To recommend the following change in the MAOP regarding the administrative handling of FD-302s and inserts.

DETAILS:

REASON FOR CHANGE

By suggestion from St. Louis it was proposed that when the original FD-302 is initialed by the Agent and returned for filing, the dictation slip (FD-77) can be removed from file, thus eliminating the use of the FD-77 as a charge-out. It was further suggested the policy of maintaining extra copies of inserts and/or FD-302s in an envelope adjacent to or in front of the file be eliminated.

After contacting a number of field offices, it has been determined that most offices, in keeping with the one copy concept, type only an original and three copies of FD-302s and/or inserts. If additional copies are required they are duplicated as needed from the original. With the limited typing of copies the use of the FD-77 as a charge-out and the present requirement to retain extra copies adjacent to the case file becomes obsolete. Manual changes are required and are submitted herewith.

CHANGED TEXT

MAOP Part II, 2-4.3.1(1), (a), (b) and (c); 2(a), page 287 and (4) page 288 should be deleted and replaced with the following:

66-2319-331

66-19198 (Manual of Administrative Operations and Procedures)
1 - Mr. Colwell
1 - Mr. Revell (Attn: Manuals Desk)
1 - Mr. Finzel (Admin.)
1 - [redacted]
1 - [redacted]

b6
b7C

Unrecorded Copy Filed In

9 NOV 23 1981

FMK/adp (7)

9 DEC 4 1981

FBI/DOJ

*Changed to Support Services Supervisor

Memorandum R. P. Finzel to Mr. Colwell
RE: PROPOSED CHANGE IN MANUAL OF
ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

2-4.3.1 Administrative Handling of FD-302s and Inserts

(1) After transcription of FD-302s, the dictator, if different from the Agent to whom the case is assigned, shall initial the original FD-302 and promptly submit the original and one copy to the *Office Services Manager. The copy of the FD-302 is to be block stamped, given the same serial number as the original, charged out and routed to the case Agent to be initialed and returned to file. If additional copies are needed later, they may be reproduced on duplicating equipment. In the event a copy of the FD-302 and/or insert is necessary for work purposes by the case Agent, such must be charged out on form FD-5 (see 2-4.3.2 below).

(a) In nonsensitive-type cases where a Resident Agent is the case Agent, the original and copy, after being initialed, will be retained in the headquarters office, as indicated in (1) above. In the event a copy of the FD-302 or insert is necessary for work purposes in the resident agency, such must be charged out to the particular Agent.

(b) If assigned to headquarters office and the dictator is the Agent to whom the case is assigned, he/she should initial the original FD-302 and return it to the *Office Services Manager with a copy to be filed as indicated in (1) above.

(c) In resident agencies, if the dictator is the Agent to whom the case is assigned, he/she should initial the original FD-302 and submit it and one copy to the *Office Services Manager for filing.

(2) Indexing of FD-302s

(a) If indexing of FD-302s is necessary, and a report is not being immediately prepared, the Agent to whom the case is assigned shall use the serialized copy as an indexing copy. The necessary names or items to be indexed should be underlined in red and the copy sent to the *Office Services Manager for indexing. The indexing copy is to be filed adjacent to the original. If a report is being prepared immediately, indexing on the serialized copy is not necessary; the Agent is to indicate the necessary indexing on the file copy of the report.

(4) When the case Agent is assigned to headquarters office and copies of FD-302s or inserts are received as enclosures from another office, all copies shall be charged out and routed to the Agent to whom the case is assigned, with a copy of the transmittal communication. However, one copy shall be block stamped and serialized (in numerical sequence with the cover communication) and charge-out slip applicable to this serial is to show the number of copies charged out. In nonsensitive-type cases where the Resident Agent is the case Agent, the serialized copy of the FD-302 and/or insert along with a copy of the cover communication is to be charged out and routed to the case Agent. The Agent is to indicate on the serialized copy any necessary indexing and promptly return it for filing (and indexing, if necessary) to the Office Services Manager's Office.

SAC MEMORANDUM

A Memorandum to All Special Agents in Charge has been prepared and is attached.

RECOMMENDATION:

That the above manual changes and Memorandum to All Special Agents in Charge be approved and forwarded to the Manuals Desk, Administrative Services Division, for appropriate handling.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Servs. | Laboratory |
| Exec. AD-Adm. | Crim. Inv. | Legal Coun. |
| Exec. AD-Inv. | Ident. | Off. of Cong. & Public Affs. |
| Exec. AD-LES | Inspection | Rec. Mgmt. |
| | Intell. | Tech. Servs. |
| | | Training |

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Finzel

Date 11/10/81

From : [redacted]

b6
b7C

Subject : FILE FRONTS - JACKET 351-370
REQUISITION 2150

Reference is made to a Scherrer to Finzel memorandum captioned as above dated 11/3/81, in which Administrative Services Division was requested to respond to the Department of Justice (DOJ) regarding the captioned file fronts.

PURPOSE:

To seek approval to submit enclosed letter to the Department of Justice rejecting the captioned preproduction samples.

RECOMMENDATION:

That approval be granted to submit the attached letter to Department of Justice.

APPROVED:

| | | | |
|---|---|---|---|
| Director | Adm. Servs. | Laboratory | |
| Exec. AD-Adm. | Crim. Inv. | Legal Coun. | |
| Exec. AD-Inv. | Ident. | Off of Cong. & Public Affs | |
| Exec. AD-LES | Inspection | Rec. Mgnt. | |
| | Intell. | Tech. Servs. | |
| | | Training | |

DETAILS: The attached letter to DOJ rejects the captioned file front and further elaborates the mechanical deficiencies of the material and fabrication techniques used to insert the eyelets.

Sent to Assistant Attorney General 11-10-81

V-28
DE-25

66-2319-332

Enclosure
3 - Mr. Revell (Attn: [redacted])
2 - Mr. Finzel (Admin.) (Attn: [redacted])
1 - [redacted]
1 -
1 -
RBW:

NOV 20 1981

REC'D

Letter hand carried to Mr. Day 11/13/81

FBI/DOJ

Assistant Attorney General
for Administration
(Attention Mr. W. H. Joy)

11/10/81

FEDERAL GOVERNMENT

Robert P. Finzel
Assistant Director
Records Management Division, FBI

FILE FRONTS - JACKET 351-370
Requisition 2150
PREPRODUCTION APPROVAL SAMPLES

Pursuant to Justice Publication and Printing Regulation, DOJ 2510.9, the FBI has examined the captioned preproduction samples and found them unacceptable. The Government Printing Office (GPO), through the Department of Justice DOJ, is advised by this letter that the FBI does not approve of the preproduction samples offered.

Preproduction samples of file fronts were provided for FBI approval in early September, 1981. Recognizing that they did not "feel" quite right, the Records Research Staff, Records Systems Section, asked the Preservation Services Lab at the National Archives and Records Services (NARS) to examine the preproduction sample and compare it against samples from the last two file front orders. The preproduction samples offered for approval for captioned order were inferior to file fronts now in use in many respects. The material selected for the preproduction samples appears to be from a very poor mill run. The fabrication technique used to install the eyelets left a ring of jagged metal edges on the back side of the file front that is inferior to the smooth coined surface of the examples provided by the FBI. Additionally, the thickness of the finished eyelet on the pre-production samples were .075 of an inch, whereas the previous file fronts were measured at .090 and .060 of an inch. Although the base weight of the material of the preproduction sample was slightly higher than the file fronts now in use, the mechanical properties of tear, surface smoothness, fold resistance, relative stiffness, tensil strength and surface toughness were inferior.

V-53

333

NOTE:

Memorandum [redacted] to Finzel dated 11/10/81 captioned as above granted approval to submit this letter to DOJ.

b6
b7C

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

3 - Mr. Revell (Attn: [redacted])
2 - Mr. Finzel (Admin) (Attn: [redacted])
1 - [redacted]
1 -
1 -
RBW:lcm (9)

Letter mailed 11/13/81 to Mr Joy

MAIL ROOM ☑

15 NOV 20 1981

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 9-11-59)

#124-82

Date: 1/26/82

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Buffalo

b6
b7C

SUGGESTION

It is suggested that a rubber stamp be constructed which will provide, in blank form, space wherein could be noted auxiliary offices and their respective field office file numbers. This stamp could be headed "Auxiliary Offices" and contain at least two columned rows headed "AO" and "File #." This stamped impression would then be placed on the inside jacket cover of each file as each case is opened when that office is office of origin.

Files

Current practice or rule (Include manual citation as well as facts)

10

Advantages of suggestion and annual savings (include basis for estimate)

Innumerable times it is necessary when dictating communications to other field offices that time is wasted flipping through files searching for a specific field office's file number. A concise, current listing of each field office and file number with whom investigative efforts are being shared would speed dictation and at the same time, facilitate the filing of serials.

Disadvantages of suggestion

None known.

66-2319-324

(The use by the United States of my suggestion shall not form the basis of a [redacted] r assigns upon the United States. I understand that I will be considered for an [redacted] opted within two years after submission.)

[redacted]

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head

I believe this suggestion has merit inasmuch as it would be a great administrative aid as well as a considerable time saver for both Agent and clerical personnel. I feel this suggestion should receive favorable consideration.

Signature and Title

Special Agent in Charge

(Do not write in this space - for Bureau use only)

3 - Bureau
2 - Buffalo
(1 - 66-1850)
(1 - 67-PE)

RJF:lmw

Let of Appr
LRK jmd 3/4/82.

FBI/DOJ

Addendum to Suggestion #124-82 from the Buffalo Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (TBD/adp 2/11/82)

It is proposed in attached suggestion # 124-82 from the Buffalo Office that a rubber stamp be constructed to facilitate recording auxiliary office and other field office file numbers on inside cover of field office file fronts.

OBSERVATIONS:

The Manual of Administrative Operations and Procedures (MAOP), Part II, 2-4.3 (5) and (6), Page 286, stipulates that the Bureau file number is to be recorded on the top of the file cover in the space provided, and that file numbers for auxiliary offices may be entered in long hand on the inside of the file cover in the right-hand corner. Accordingly, RMD is of the opinion that current instructions provide adequate means for recording file numbers as proposed in attached suggestion. However, since the Buffalo Office believes that the suggested procedure will enhance their operations, that office should be permitted to implement the proposed procedure.

RECOMMENDATION:

That attached suggestion not be adopted on a field-wide basis; however, since the Buffalo Office believes their proposal will improve their operation, it is recommended that they be permitted to implement the suggestion in their office only.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Servs. | Laboratory |
| | Crim. Inv. | Legal Coun. |
| | | Off. of Cong. |
| Ex. [illegible] | Ident. | [illegible] |
| Exec. AD-Inv. | Inspection | Tech. Servs. |
| Exec. AD-LES | Intell. | Training |

B/Rwk

March 4, 1982

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Buffalo, New York

Dear [redacted]

Thank you for your suggestion that a rubber stamp be constructed to facilitate recording auxiliary office and other field office file numbers on the inside cover of file fronts. After a thorough evaluation of your proposal by the Records Management Division, it is their opinion that the Manual of Administrative Operations and Procedures, Part II, Section 2-4.3 (5) and (6), Page 286, provides adequate instructions for recording file numbers; therefore, your idea is not being approved fieldwide. However, they have no objections to the Buffalo Division implementing this procedure if it will improve the operations in your office.

Please be assured of my appreciation for the interest you have expressed in the Suggestion Program. Any other ideas you may have will indeed be welcomed.

Sincerely yours,

Oliver B. Revell
Assistant Director
Administrative Services Division

DE-69

66-2317-335

MAR 11 1982

2 - Buffalo
ATTENTION SAC: It is noted that [redacted] suggestion is not being approved fieldwide; however, the Records Management Division advised they have no objections to your office utilizing this procedure if it is believed to improve the operations in your division.
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of SA [redacted]
LRG:gaf (6) (Suggestion #124-82)

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and detailed addendum of RMD.

APPROVED:
Director
Asst. Dir.
Dep. Asst. Dir.

AD Inv.
AD Adm.
AD LES
Dir.:
Servs.
Inv.
Coun.
& Insp.
Mgnt.
Servs.
Affs. Off.
Rm.
's Sec'y

MAIL ROOM

Employee Suggestion
FD-257 (Rev. 9-11-59)

#231-82

Date: 3/25/82

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Jacksonville

b6
b7C

SUGGESTION

Eliminate recharging pending case serials which are charged out to the case agent.

The current 60 day file review system determines if the case is receiving adequate investigative attention. If the reviewing supervisor feels the case should remain pending, it follows that the case agent, especially a resident agent, requires certain serials to properly conduct the investigation. Once the serials are charged out to the case agent, there should be no additional time spent in recharging them.

Files

Current practice or rule (Include manual citation as well as facts)

Serials have to be recharged every 60 days.
MOAP Part 2, Section 2-4.3.4 (page 289)

Advantages of suggestion and annual savings (include basis for estimate) The purpose of the charge out system is to have a record of the location of a serial not in the file. By eliminating the redundant practice of recharging what is already properly charged out, a savings in agent time spent in preparing the recharge slips is realized. In addition, the time spent by file clerks in sorting the recharge slips, insuring they correspond to what appears on the previous charge out slips, removing the old charge out slip and filing the new one would also be eliminated. Annual savings would be approximately six Special Agent hours a year, multiplied by the number of agents in the field who are currently required to recharge serials. The basis for this estimate, is it takes the suggesting agent approximately one hour to recharge serials and under the current guidelines this has to be done six times a year.

66-2247-336

Disadvantages of suggestion

Serials may be retained longer than necessary, however, this also occurs under the present system when a decision to return or recharge a serial is usually resolved by recharging it.

APR 1982

(The use by the United States of my suggestion shall not form the b[redacted]y heirs, or assigns upon the United States. I understand that I will be conside[redacted]ion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Mi[redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

See additional page.

DIVISION THREE

Lawrence G. Lawler

Signature and Title

(Do not write in this space - for Bureau use only)

Lawrence G. Lawler
Special Agent in Charge

Ltr of appln.
4-23-82
LAG:kmb 34
MAY 13 1982

FBI/DOJ

This suggestion was discussed with the supervisory staff of this office and all are in agreement that it should be adopted. The field is under a requirement to conduct file reviews every 120 days. Many offices, Jacksonville included, conduct 60 day file reviews. Any problem with serial charge out can be handled during the file review.

The only purpose for recharging serials is to cause the Agent to review those serials which he has in his possession to determine if they can be returned. Their return is apparently desirable in the event someone else needs to gather information from the file. In the majority of instances, a second copy of the serial will exist in the file allowing the information to be obtained while the Agent still has his/her copy of the serial.

The amount of time it takes for a rotor clerk to complete the recharging is not justified when compared with the benefits. The amount of time and irritation for the Agent is also counter-productive.

Suggestion #231-82 from the Jacksonville Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (TBD:lcm - 4/16/82)

By attached suggestion #231-82 the Jacksonville (JK) Office is proposing that the requirement to recharge serials be eliminated.

OBSERVATIONS:

It is the opinion of RMD that current regulations provide for an indefinite retention of serials for personnel having a need for same, and simultaneously provides some semblance of control over such matters. It is believed that the present sixty day recharge rule is a sound Records Management approach to controlling an accounting for record material in that it requires periodic certification that an employee is indeed in possession and/or has knowledge of the whereabouts of documents charged to them. At the same time, this procedure serves to alert employees to the fact that they may no longer have a real need for such material and that it should be returned to file. To liberalize the charge out rule as suggested would substantially weaken controls presently provided by current regulations. There is no reason to believe the present recharge rule imposes any undue burden on anyone, particularly in view of the simple mechanics of accomplishing the recharge function. It is believed that the advantages of the periodic recharge rule far outweigh the lack of control and accountability that would likely be experienced by extending the charge out rule to an indefinite period. RMD therefore believes that the sixty day charge out rule should continue in effect and that suggestion should not be considered for adoption.

RECOMMENDATION:

Recommend suggestion not be adopted.

| | | |
|---|---|---|
| APPROVED: | Adm. Servs. ____ | Laboratory ____ |
| | Crim. Inv. ____ | Legal Coun. ____ |
| Director | | Off. of Cong. & Pub. Affs. |
| Ex. Asst. Dir. | Insp. ____ | Rec. Mgt. B/Rwk |
| Exec. Sec'y. ____ | Inspection ____ | Tech. Servs. ____ |
| Exec. AD-LES ____ | Intell. ____ | Training ____ |



3/11

April 23, 1982

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Jacksonville, Florida

Files

Dear [redacted]

Thank you for your suggestion to eliminate recharging pending case serials which are charged out to the case Agent. After a thorough evaluation by the Records Management Division, it is their opinion that the current regulations provide for an indefinite retention of serials for personnel having a need for same, and simultaneously provide some semblance of control over such matters. It is believed that the present recharge rule is a sound Records Management approach to controlling and accounting for record material in that it requires periodic certification that an employee is indeed in possession and/or has knowledge of the whereabouts of documents charged to him or her. Therefore, your proposal is not being approved.

Although positive action was not taken in this instance, the interest and initiative you exhibited by submitting this idea are appreciated.

Sincerely yours,

Oliver B. Revell
Assistant Director
Administrative Services Division

MAILED 1
APR 23 1982
FBI

Exec. AD-Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

2 - Jacksonville
1 - Field personnel file
1 - Suggestion file

1 - Personnel file of [redacted]
1 - RG:tab (6) (Suggestion #231-82)

MAY 13 1982

MAIL ROOM

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

Continued - Over

[redacted]

b6
b7C

Federal Bureau of Investigation
Jacksonville, Florida

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#307-82

Date: 6-23-82

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: PHOENIX

b6
b7C

SUGGESTION

It is suggested the FD 245 ( file front) be reused. By appling a piece of brown paper tape over the old file number and a piece over the assigned agents area the file front can be reused. The size of tape need not be any larger than 3"x6" which is standard mail room size. This operation would not only save actual piece costs, but also cost & time ordering new fronts, and time & expense in disposing of old fronts in a confidential manner. It is estimated at least 75% of fronts can be reused.
(see attached sample)

Files

Current practice or rule (Include manual citation as well as facts)

Current practice is to dispose front after just one use after case is destroyed or consolidated.

Advantages of suggestion and annual savings (include basis for estimate)

1. Time & money in ordering new fronts, both in the field and at HQ.
2. Cost; the cost of new fronts is app. .10¢ each
   the cost of the above program is app. .003¢ for each front,, or app. 3000% savings just on one piece.
   If an office was to reuse 500 fronts a month, the cost breakdown would be as follows: New fronts $ 50.00
   Reused fronts $ 1.50

Baed on the above figures for one year Bureau wide, the savings would reach $ 34,338.00.

Disadvantages of suggestion

None foreseen

66-2319-338

(The use by the United States of my suggestion shall not form the basis of a [redacted], my heirs, or assigns upon the United States. I understand that I will be considered for an award if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

JUL 21 1982

Suggester

Recommendations and comments of Division Head

Suggestion has merit.

[redacted] SAC

Signature and Title

(Do not write in this space - for Bureau use only)

Ltr of Appre 7/19/82 [illegible]

1 - CLOSURE

ENCLOSURE ATTACHED

[redacted]

FBI/DOJ

RE: Addendum to suggestion 370-82 from the Phoenix Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (TBD:mdv 7/9/82)

It is proposed in attached suggestion #370-82 from the Phoenix Office that when files are destroyed or consolidated that the file fronts be retained and reused. Suggester proposes that brown masking tape be placed over the file number, date, and name of employee to whom case was assigned (see sample attached to suggestion), thereby permitting new data to be written on the file front. Suggester indicated that file fronts cost approximately ten cents each, therefore a substantial savings would be realized.

OBSERVATIONS:

RMD does not agree with suggestion inasmuch as it is believed that the cost of tape and employee time to perform the masking function will offset any meaningful savings. Additionally, normal wear and tear will preclude the reuse of many of the file fronts, further diminishing any potential savings. Contact with the Administrative Services Division reveals that the cost of file fronts is approximately seven cents each as opposed to ten cents each indicated by suggestion. Also, as will be noted from sample file front submitted with suggestion, masking out the old information will partially obliterate other preprinted information. In view of above, RMD is of the opinion that no substantial benefit will be realized by reusing file fronts as proposed in this suggestion; therefore, it is belived that suggestion should not be favorably considered for adoption.

RECOMMENDATION:

Recommend that suggestion should not be adopted.

| | | |
|---|---|---|
| APPROVED: | Adm. Servs. _____ | Laboratory _____ |
| | Crim. Inv. _____ | Legal Coun. _____ |
| Director _____ | | Off. of Cong. & Public Affs. _____ |
| [illegible] _____ | Ident. _____ | Rec. Mgt. _____ |
| [illegible] _____ | Inspection _____ | Tech. Servs. _____ |
| Exec. AD-LES _____ | Intell. _____ | Training _____ |

-2-

FD-245 (REV. 1-21-80)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS F

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

[redacted]

See also Nos.

Volume Number

Serials

AIRTEL

6/18/82

Director, FBI

All Legal Attaches

LEGAT FILES AND RECORDS

With the exception of the Mexico City Office, no Legat office utilizes a preprinted file front to accommodate investigative and administrative records. Legat offices utilize plain brown colored file fronts for this purpose.

For security reasons and the prohibition of file destruction, it has been necessary for several Legat offices to forward a portion of their records holdings to FBIHQ for dead storage. Since the file covers containing these records stored at FBIHQ bear no identification of the Legat office to which they pertain, it has been necessary to mark these file covers when removed from dead storage and routed within FBIHQ. In addition, the proposed retention plan and disposition schedules developed by the FBI and the National Archives and Records Service (NARS), which are presently being considered by the U.S. District Court, Washington, D. C., stipulate that certain Legat investigative records must be retained permanently for eventual transfer to NARS. These files will be forwarded to FBIHQ for storage, prior to being transferred to NARS after a 50-year period from the time the case was closed. Based on the foregoing, a unique colored file front is being designed at FBIHQ for use by all Legat offices. This file cover will not contain the U.S. Department of Justice or FBI logo, but will simply contain the notation "Legat File" with a space provided to enter the particular Legat office's telegraphic abbreviation.

The foregoing is for your information. Forward any suggestions or observations you may have concerning the development of the file cover for use by Legat offices to FBIHQ, attention Records Systems Section, Records Management Division.

NOTE: Legats are being advised of the design and development of a uniquely colored file front for use by Legat offices. Legats are invited to offer any comment, observation or suggestion concerning the design and development of Legat file fronts by FBIHQ.

1 - Mr. O'Malley
1 - Mr. Revel
1 - Mr. Mintz (Attn: [redacted]
1 - Mr. Monroe
1 - [redacted]

RWS:evm (34)

APPROVED: Director [redacted] Exec. AD-LES [redacted] Adm. Servs. [redacted] Crim. Inv. [redacted] Ident. [redacted] Inspection [redacted] Intell. [redacted] Laboratory [redacted] Legal Coun. [redacted] Off. of Cong. & Public Affs [redacted] Rec. Mgmt. [redacted] Tech. Servs. [redacted] Training [redacted]

JUL 18 1982

MAIL ROOM ☒

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Sec'y ___

1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]

JUN 25 1982

NOT RECORDED
6 JUL 8 3 1982

b6
b7C

ORIGINAL FILED IN

July 19, 1982

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Phoenix, Arizona

Dear [redacted]

Thank you for your suggestion that Form FD-245 be reused when files are destroyed or consolidated. Your proposal was thoroughly evaluated by the Records Management Division and it was determined that it should not be approved. It is believed that the cost of tape and employee time to perform the masking function will offset any meaningful savings. Additionally, normal wear and tear will preclude the reuse of many of the file fronts. It is noted that masking out the old information will partially obliterate other preprinted information.

I want you to know that, although positive action was not taken in this instance, any other contributions you make to the Suggestion Program will indeed be welcomed.

Sincerely yours,

E. Clyde Groover, Jr.
Assistant Director
Administrative Services Division

MAILED 6
JUL 19 1982
FBI

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Secy

2 - Phoenix
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of [redacted]
LRG:ss (6) Suggestion #307-82

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and detailed addendum of RMD. Views attached.

MAIL ROOM

Employee Suggestion
FD-252 (Rev. 9-11-59)

#17-83

Date: 10/28/82

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: SALT LAKE CITY

b6
b7C

SUGGESTION

That file numbers on FD-245s (file fronts) be color coded fieldwide to denote: Security - Red
Personnel - Green

File

Current practice or rule (Include manual citation as well as facts)

FCIM: Part II, 1-5.1, pg. 283 (TS material to be maintained in safe/vault)
MAOP: Part II, 2-4.2.1(4), pg. 285 (personnel files to be kept under lock and key under SAC's supervision)

Advantages of suggestion and annual savings (include basis for estimate)

Enables supervisory and support personnel to route files, insuring they are afforded the proper security and quickly flagging those instances wherein these files have been misrouted.

Annual savings may not be measured in monetary value. (Administrative files are already differentiated by use of "ADM" in lower right corner with black stamp per MAOP: Part II, 2-4.2.1 (2), pg. 283)

66-2117 340

Disadvantages of suggestion: Will require manual revisions.

16 NOV 1 1982

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for an award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ M [redacted] Secretary

Signature and Title of Suggester

Recommendations and comments of Division Head: I would support any measure which would assist in the proper handling and security for the various FBI files - informants, administrative, personnel & investigative. The change to green file backs for informant files has been a certain improvement, and

Special Agent in Charge

(continued attached page)

(Do not write in this space - for Bureau use only)

Bufiles of Origin. 11-30-82 KRB

1 - [redacted] - 357

TEB

FD-252, Employee Suggestion

Recommendations and comments of Division Head
(Continued)

perhaps this employee's suggestion would enhance the handling of other types of files. I recommend this suggestion be reviewed by Records Management Division.

RE: SUGGESTION #17-83, FROM SALT LAKE CITY OFFICE

ADDENDUM OF RECORDS MANAGEMENT DIVISION (RMD) (TBD:ve 11/4/82)

It is proposed in attached suggestion #17-83 from the Salt Lake City Office that the classification and file number placed on Form FD-245 (File Front) be color coded to facilitate routing and handling security and personnel files in the field. Suggestor proposes using red lettering for security files and green for personnel files.

OBSERVATIONS:

Currently field offices use the same color (brown) file front, Form FD-245, and back for all investigative, administrative and personnel files, except informant files which are green in color. Legats use blue file fronts and backs. In the field the green file front and back aids in routing and segregating informant files from other files. The blue file front and back used by Legats precludes Legat files from becoming intermingled with FBIHQ files when it becomes necessary, for security reasons, for Legats to forward files to FBIHQ for storage. The uniquely colored file front and back has worked extremely well in both aforementioned situations. Accordingly, it is believed that the concept setforth in attached suggestions has merit and should be considered for adoption. However, instead of using different colored pens to place file numbers on file fronts in the field, RMD believes that it would be far more practical and beneficial if the entire file front and back was of a unique color. RMD, therefore, proposes that the file front, Form FD-245, and back be printed in two additional colors, 1) red for security files and 2) white for personnel files, and assigned forms numbers FD-245C and FD-245D respectively. The field will continue to use the brown file front and back for all files other than security, personnel and informant files.

RECOMMENDATIONS:

1. Recommend suggestion be adopted as modified by RMD.

APPROVED: Laboratory

cm/Rwx

2. That the field continue to use the green file front, Form FD-245A, and back for informant files and the brown file front, FD-245, and back for all other files except security and personnel files.

3. That red file fronts and backs be obtained for use by the field to identify security files, and white file fronts and backs to identify personnel files.

APPROVED:

4. If recommendations 1, 2, and 3 are approved, it is recommended that the red and white file fronts be assigned form numbers FD-245C and FD-245D respectively.

5. If recommendations 1 thru 4 are approved, it is recommended that the Administrative Services Division arrange to acquire and place in stock a supply of the red and white file fronts and backs.

APPROVED:

6. If recommendations 1 thru 5 are approved, it is recommended that RMD be advised and an appropriate communication will be prepared and directed to the field advising them of this change.

APPROVED:

ADDENDUM: PROPERTY PROCUREMENT AND MANAGEMENT SECTION (PPMS) ADMINISTRATIVE SERVICES DIVISION (ASD), DRC:dls 11-17-82

Re Suggestion #17-83, from Salt Lake City Division.

It is proposed in attached Suggestion #17-83 that the classification and file number placed on Form FD-245 (file front) be color coded to facilitate routing and handling security and personnel files in the field.

The PPMS, ASD, concurs with the Records Management Division's (RMD) addendum, that it would be more practical if the entire file front and back was of a unique color instead of using different colored ink when putting file numbers on file fronts.

RECOMMENDATIONS: (1) That this suggestion be adopted as amended by the RMD.

(2) That approval be granted PPMS to order an initial supply and add to FBIHQ stock a supply of the red and white file fronts and backs when the suggestions is approved.

November 26, 1932

PERSONAL

[redacted]
Federal Bureau of Investigation
Salt Lake City, Utah

b6
b7C

Dear [redacted]

Thank you for your suggestion that file numbers on Form FD-245 be color coded fieldwide; it gives me considerable pleasure to advise you that a modified version of your idea is being approved. Field offices will continue to use the green file front and back for informant files and the brown file front and back for all other files except security and personnel files. Red file fronts and backs will be obtained for use by the field to identify security files and white file fronts and backs to identify personnel files.

I want you to know that I am certainly gratified by this significant contribution you made to the Suggestion Program and the enhancement of Bureau operations. Please do not hesitate to furnish any other ideas you may have in the future.

Sincerely yours,

L. Clyde Groover, Jr.
Assistant Director
Administrative Services Division

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Laboratory
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y
MAIL ROOM

2 - Salt Lake City
1 - Suggestion file
1 - Field personnel file

1 - Records Management Division (For Appropriate Action)

1 - Property Procurement and Management Section; ASD (For Appropriate Action)
1 - Forms and Reports Management Desk (For Appropriate Action)
1 - Personnel file of [redacted]

LRG:ss (10) Suggestion #17-83

(Continued - Over)

b6
b7C

[redacted]

FBI - SU

NOTE: Suggestion set forth in letter to suggester. RMD recommends adoption of modified version of suggestion and Property Procurement and Management Section, ASD, concurs with RMD recommendations. Therefore, upon approval, suggester being advised a modified version of her proposal is being approved and authorization granted the Records Management Division in coordination with the Property Procurement and Management Section, ASD, and Forms and Reports Management Desk to take appropriate action. Views attached.

Memorandum

105-83

To : Director, FBI Date 2/2/83

From : SAC, Sacramento

Subject : SUGGESTION MATTER

Reference is made to Bureau FD-245 (revised 1/21/80).

Above referenced form is the standard file cover for individual FBI cases. Appearing on this form is the admonition, "Material Must Not Be Removed From Or Added To This File."

Administrative procedures for removal of material from FBI files is accomplished through submission of FD-5 (Serial Chargeout) and the preclusion of adding anything to an FBI file would seem to be counterproductive to our mission as an investigative agency.

It is therefore suggested that consideration be given to abolishing the above quoted admonition.

Memo to SAC
3/3/83.

ENCLOSURE ENCLOSURE ATTACHED

15 MAR 3 1983

(2) - Bureau
2 - Sacramento
WAW:lat
(4)

JUL 18 1983

File with Suggestion dated 2/2/83 in.

**Routing Slip**
0-7 (Rev. 5-28-82)

**(Copies to Offices Checked)**

**TO: SAC,**

- ☐ Albany
- ☐ Albuquerque
- ☐ Alexandria
- ☐ Anchorage
- ☐ Atlanta
- ☐ Baltimore
- ☐ Birmingham
- ☐ Boston
- ☐ Buffalo
- ☐ Butte
- ☐ Charlotte
- ☐ Chicago
- ☐ Cincinnati
- ☐ Cleveland
- ☐ Columbia
- ☐ Dallas
- ☐ Denver
- ☐ Detroit
- ☐ El Paso
- ☐ Honolulu
- ☐ Houston
- ☐ Indianapolis
- ☐ Jackson
- ☐ Jacksonville
- ☐ Kansas City
- ☐ Knoxville
- ☐ Las Vegas
- ☐ Little Rock
- ☐ Los Angeles
- ☐ Louisville
- ☐ Memphis
- ☐ Miami
- ☐ Milwaukee
- ☐ Minneapolis
- ☐ Mobile
- ☐ Newark
- ☐ New Haven
- ☐ New Orleans
- ☐ New York City
- ☐ Norfolk
- ☐ Oklahoma City
- ☐ Omaha
- ☐ Philadelphia
- ☐ Phoenix
- ☐ Pittsburgh
- ☐ Portland
- ☐ Richmond
- ☐ Sacramento
- ☐ St. Louis
- ☐ Salt Lake City
- ☐ San Antonio
- ☐ San Diego
- ☐ San Francisco
- ☐ San Juan
- ☐ Savannah
- ☐ Seattle
- ☐ Springfield
- ☐ Tampa
- ☐ Washington Field
- ☐ Quantico
- ☐ ASAC, New Rochelle (MRA)
- ☐ ASAC, Brooklyn-Queens (MRA)

**TO: LEGAT,**

- ☐ Bern
- ☐ Bogota
- ☐ Bonn
- ☐ Canberra
- ☐ Hong Kong
- ☐ London
- ☐ Mexico City
- ☐ Montevideo
- ☐ Ottawa
- ☐ Panama City
- ☐ Paris
- ☐ Rome
- ☐ Tokyo

6-3-83
Date

RE: **FORMS FD-245c, FILE FRONTS, BACKS (SECURITY)**
**FD-245d, FILE FRONTS, BACKS (PERSONNEL)**
**FBI FORM BOOK**

☐ For information ☐ Retention optional ☒ For appropriate action ☐ Surep, by _____

☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources, ☐ paraphrase contents.

☐ Enclosed are corrected pages from report of SA _____ dated _____.

Remarks: **Re SAC Memorandum 48-82 (A) 12/21/82, MANAGEMENT OF FILES - RED FILE FRONT, FD-245c AND BACK; WHITE FILE FRONT, FORM FD-245d, AND BACK." Also refer to Manual of Adminstrative Operations and Procedures (MAOP), Part II, Section 2, 2-4, Page 281, concerning captioned forms. Supplies of File Fronts and Backs enclosed. Additional copies of the forms are on order; please note that it will be 60 to 90 days before they will be available; set a tickler accordingly and, if your office requires a greater quantity than enclosed copies, submit your request on FD-218 at the expiration of the 60-90 days mentioned above. Place a copy of each of the forms in the FBI Form Book.**

Enc.
Bufile
Urfile

b6
b7C

**Forms Management Desk**
**Administrative Services Division**

GPO/DOJ

File with suggestion dated 2/2/83. dmj

PROPOSED AFD-245a
REVISED

FD-245a (~~10-12-79~~)
(Rev. 3-3-83)

U. S. Department of Justice

CLASSIFICATION NO.

# FEDERAL BUREAU

*of*

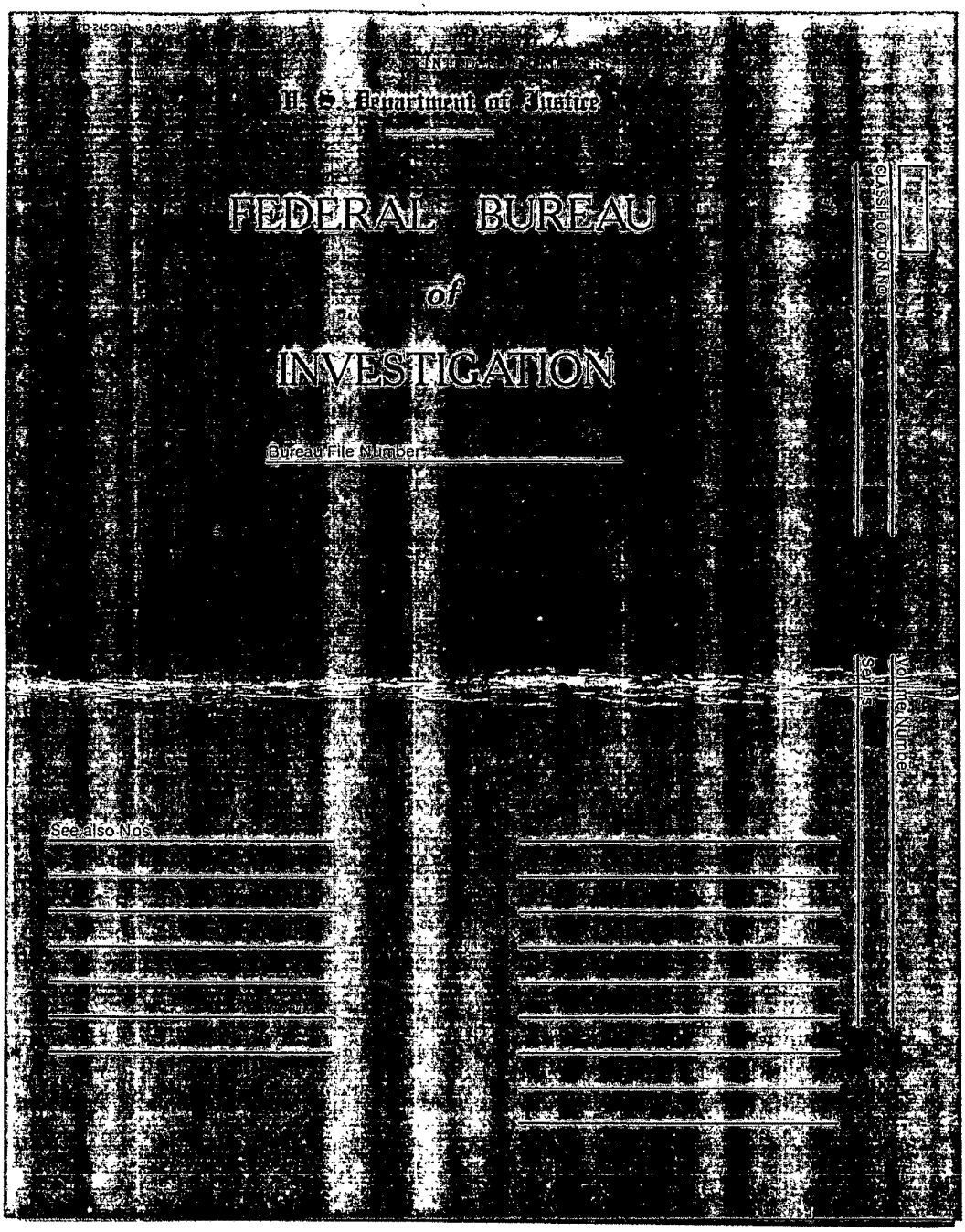
# INVESTIGATION

Bureau-File Number

Serials

Volume Number

See also Nos.


U. S. Department of Justice
FEDERAL BUREAU
of
INVESTIGATION
Bureau File Number
See also Nos.
CLASSIFICATION No.
Volume Number

File with Suggestions dated 2/2/83. dmj

PROPOSED REVISED 4-596

4-596 (Rev. 3-28-50)

3-3-83

dmj

U. S. DEPARTMENT OF JUSTICE

# FEDERAL BUREAU OF INVESTIGATION

## HEADQUARTERS

**Transfer - Call** [ ]

b6
b7C

**Use Care in Handling this File**

CURRENT FD-245

FD-245 (REV. 1-21-80)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

# FEDERAL BUREAU

*of*

# INVESTIGATION

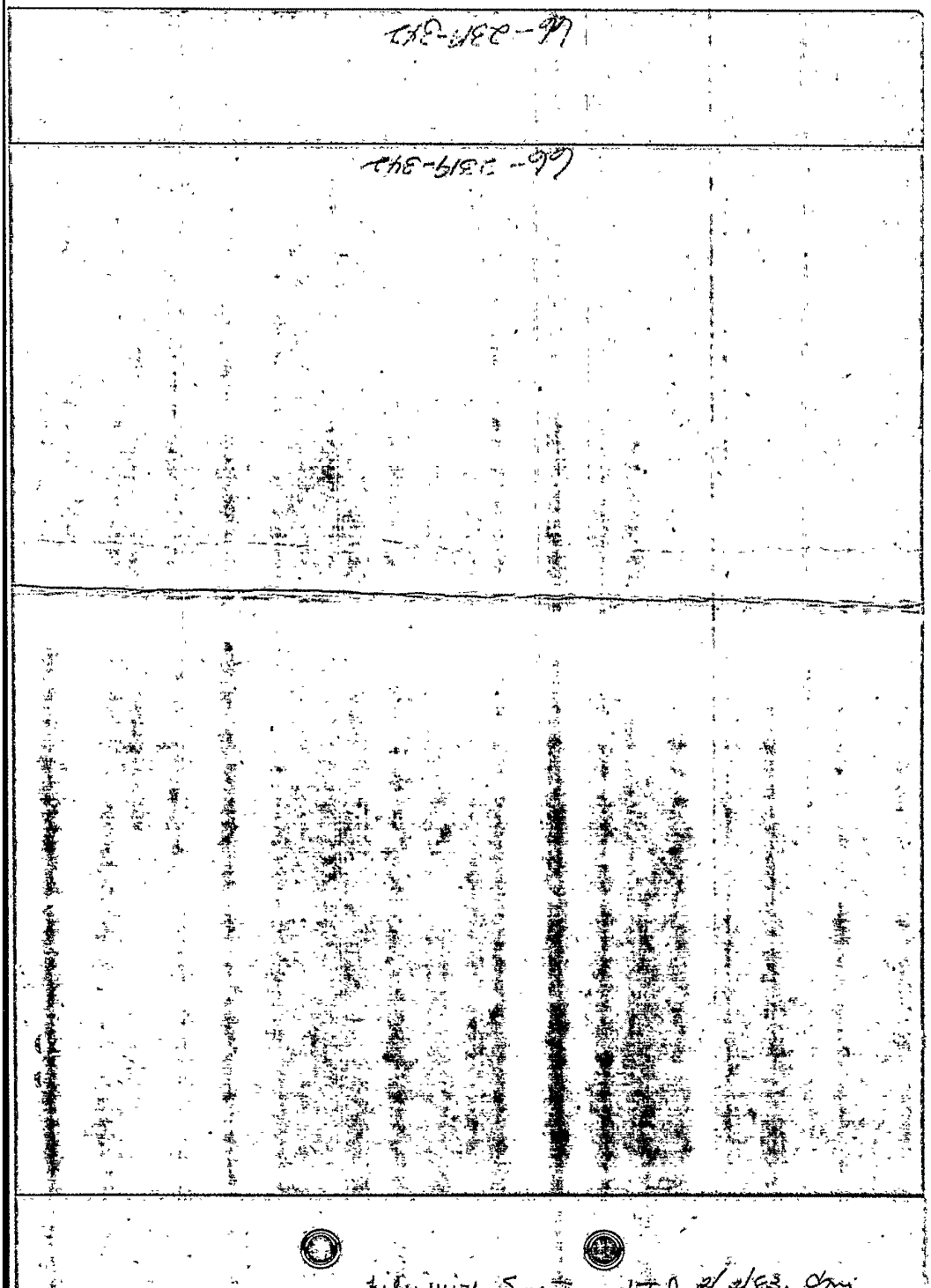
Bureau File Number

CLASSIFICATION NO.

Serials

Volume Number

See also Nos.


Lb-238-342
Lb-2319-342
file with Suggestion dated 2/2/83. Dmj

FD-245D (Rev. 3-3-83)

File with Sug. dated 2/2/83. dmg

PRINTED FORM FD-245d

U. S. Department of Justice

# FEDERAL BUREAU

# *of*

# INVESTIGATION

Bureau File Number

CLASSIFICATION NO.

Volume Number

Serials

See also Nos.

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe CM/Rux

Date 2/18/83

From : [redacted] Rux

Subject : SUGGESTION MATTER

[redacted] Rm. 6854 LRG/Rux

Re Sacramento letter 2/2/83 captioned as above.

PURPOSE:

To provide RMD's response to relet suggesting that the statement "Material must not be removed from or added to this file" be removed from Form FD-245 (file front).

RECOMMENDATION:

That Sacramento's suggestion be adopted and that the aforementioned statement be deleted from the FD-245 at time of next printing.

APPROVED:

| | | |
|---|---|---|
| Director ___ | Adm. Servs. ___ | Laboratory ___ |
| Exec. AD-Adm. ___ | Crim. Inv. ___ | Legal Coun. ___ |
| Exec. AD-Inv. ___ | Ident. ___ | Off. of Cong. & Public Affs. ___ |
| Exec. AD-LES ___ | Inspection ___ | Rec. Mgnt. CM/Rux |
| | Intell. ___ | Tech. Servs. ___ |
| | | Training ___ |

DETAILS:

The Sacramento Office has proposed that the statement "material must not be removed from or added to this file" be removed from Form FD-245 (file front). RMD concurs with the suggestion inasmuch as the statement serves no useful purpose and, in fact, is contrary to policy and practices which address filing and serial charge-out procedures. Therefore, the above statement should be removed at such time Form FD-245 is next printed.

1 - Mr. Groover (Attn: Forms and Reports Management Desk)
1 - Mr. Monroe
1 - [redacted]
1 - [redacted]
TBD:jls (5)

V-19 DE-126

15 MAR 3 1983

FBI/DOJ

SAC, Sacramento

March 3, 1983

Director, FBI

PERSONAL ATTENTION

SUGGESTION MATTER

Revisions of File Fronts,
FD-245
FD-245a (Informant)
FD-245c (Security)
FD-245e (Personnel)
and

Reurmemorandum dated 2-2-83. FBIH 2 File Fronts, H-596 (per Robert W. Peterson, Section Chief, RMD), dated in Regarding Forms Books. 3/25/83 dmj

Your suggestion that Form FD-245 be revised to delete the admonition, "Material Must Not Be Removed From Or Added To This File," has been received and evaluated by the Records Management Division. It is their opinion that your proposal should be approved; therefore, this form will be revised in the near future.

I am appreciative of your interest in the Suggestion Program and the enhancement of the Bureau's obligations in this area. Please be assured that any others you may have in the future will indeed be welcomed.

1 - Sacramento Suggestion file

1 - Forms and Reports Management Desk (For Appropriate Action)

1 - Records Management Division (For Your Information)

LRG:sms (6) Suggestion #105-83

Based on memorandum from SAC, Sacramento to Director, 2-2-83 and memorandum [redacted] to Mr. Monroe, dated 2-18-83.

b6
b7C

MAILED 13
MAR 2 1983
FBI

APPROVED: Director
Adm. Servs.
Crim. Inv.
Laboratory
Legal Coun.
Plan. & Insp.
Tech. Servs.

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

MAIL ROOM

JUL 11 1983

66-2317-344

MAR

Employee Suggestion
FD-252 (Rev. 9-11-59)

154-83

Date
4/13/83

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Records Management |

b6
b7C

SUGGESTION It is suggested that the identity of the subject of an informant or other sensitive file should not be given when requesting the file by telephone to the file request unit, extension [redacted] of the Records Management Division. Present procedures for requesting files on extension [redacted] is to include the subject. It is conceivable that hostile forces can monitor in-house calls, particularly extension [redacted] and thereby obtain the identity of informants and become aware of investigations into their activities. It is therefore recommended that: 1) appropriate Divisions determine which file categories are sensitive enough to require special handling when requesting the file by telephone; 2) all personnel be advised of the designated file categories in which the subject of the file is not to be given over the telephone; and 3) personnel answering extension 3421 be instructed not to request the subject of a file determined to be sensitive. OFILES

Current practice or rule (Include manual citation as well as facts)

No policy exists with the exception of instructions to not discuss classified information on the telephone.

Advantages of suggestion and annual savings (include basis for estimate)

The obvious advantage is the additional security and reduced risk of compromise of informants and sensitive investigations.

Disadvantages of suggestion

NONE

LL-2319-345

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] tion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] ester

Recommendations and comments of Division Head

SEE ADDENDUM OF RMD PAGE TWO

Charles J. Monroe for Assistant Director
Signature and Title

(Do not write in this space - for Bureau use only)

4/27/83

FBI/DOJ

ADDENDUM: RECORDS MANAGEMENT DIVISION RPDA:tdp 4/18/83

b6
b7C

The suggester assumes that X[redacted] has been penetrated by hostile services. Modern technology is probably available to pinpoint this extension but this would be true of every extension in FBIHQ.

The format for file charge outs over X[redacted] does contain space for the subject name and/or identity upon request. The subject name need not be given at the time of request; however, when files are pulled by file number from the cabinet space, the name or subject identity is used to assure the correct file is being sent to the requester.

If the suggester is referring to the classification number of the file as "file category," it is pointed out that all classification numbers are printed in the Federal Register, therefore, some classification numbers would be considered sensitive, e.g., 100s, 105s and others related to FCI work.

The Special File Room (SFR) has become the principal repository of informant and sensitive files and we have, for several years, spent excessive manpower and resources to alter methods of handling such material in a manner whereby the security of the file is maintained. To create any separate list of sensitive files would be a far more dangerous threat to the security of the files since the lists would change constantly and would themselves have to be classified for protection.

Employees on X[redacted] do not know when a file requested is sensitive until all entries are made and it is indicated as permanently charged out. When such files are requested, the printout in SFR does not identify the subject.

The suggestion, while placing emphasis on security and reduced risk of compromise of informants and sensitive investigations, would be burdensome, unrealistic and more dangerous because all employees would have to know which files were termed "sensitive," for whatever reason, be it informant or classified material.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgt. Div.
Tech. Servs.
Training

April 27, 1983

PERSONAL

[redacted]

Federal Bureau of Investigation
Washington, D. C.

FILES

b6
b7C

Dear [redacted]

I have received your suggestion that the identity of the subject of a sensitive file not be given when telephonically requesting the file, and I thank you for submitting it to me. You may be interested to know that the subject name need not be given at the time of the request; when files are pulled by file number from the cabinet space, the name or subject identity is used to ensure the correct file is being sent to the requester. The employees taking these telephonic file requests do not know that a file requested is sensitive until all entries are made and it is indicated permanently charged out. Furthermore, when such files are requested, the printout in the Special File Room, the principal repository of informant and sensitive files, does not identify the subject. Therefore, it is the opinion of the Records Services Section, Records Management Division, that to create any separate list of sensitive files would be a far more dangerous threat to the security of the files since the lists would change constantly and would themselves be classified for protection. Consequently, your suggestion is not being adopted.

V-3 DE-134 61-2319-346

Although positive action was not taken on this idea, please be assured that I appreciate your interest in improving Bureau operations, and I will certainly welcome any future propositions you may submit.

Sincerely yours,

L. Clyde Groover, Jr.

L. Clyde Groover, Jr.
Assistant Director
Administrative Services Division

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Rec. Mgnt. ___
Exec. AD-Adm. ___ Ident. ___ Tech. Servs. ___
Exec. AD-Inv. ___ Inspection ___ Training ___
Exec. AD-LES ___

1 - Mr. Monroe (Personal Attention)
1 - Personnel file of [redacted] Jr.
MDP:sms (5) Suggestion #154-83
NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD.

MAIL ROOM

LCG/gw

**Employee Suggestion**
FD-252 (Rev. 9-11-59)

161-83

Date: 4/8/83

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Seattle

b6
b7C

SUGGESTION

Utilize the backside of the file jackets cover for a "face sheet". This would be retained on the last volume of a case, and would give ready access to all descriptive data.

It could be held in place with any easily used method, like a staple.

O.K.

Current practice or rule (Include manual citation as well as facts)

The backside of the file jacket is not used at all, and there is no one readily located place for descriptive data.

Advantages of suggestion and annual savings (include basis for estimate)

Save time in locating the information, that is needed from time-to-time, as well as assure that all pertinent information is secured.

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for [redacted] suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☐ Miss [redacted] of Suggester

Recommendations and comments of Division Head

A specific location for the description of subjects, especially in fugitive matters, would be of benefit in many instances. I recommend this suggestion be given further consideration.

Signature and Title

(Do not write in this space - for Bureau use only)

66-2319-349 5-13

APR 25 1983

Routing Approved 5-10-83

FBI/DOJ

Addendum to Suggestion No. 161-83 from the Seattle Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (CSM:jls 4/29/83)

It is proposed in attached suggestion no. 161-83 from the Seattle Office that the reverse side of the file front be utilized as a fact sheet. This would be retained on the last volume of the file and would give ready access to all descriptive data. Suggester is of the opinion that the reverse side of the file front is not utilized and there is no readily located place for the descriptive data.

OBSERVATIONS:

Current instructions contained in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.3 (6), Page 286, permits the recording of auxiliary office and other file numbers on the inside of the file cover. Also, MAOP, Part II, Section 2-4.3.5 (2), Page 290, stipulates that files in all classifications should be consolidated within six months after being closed or referred upon completion to the office of origin which would result inthe file cover containing the descriptive data being destroyed.

The collection of descriptive information, as suggested, would be a tremendous duplication of effort since such information, if known, is readily available in pertinent doucments within the case file. Additionally, in multiple subject cases, the suggested process would be extremely cumbersome, thereby destroying any benefits that may exist. Accordingly, RMD is of the opinion that the suggestion should not be adopted.

RECOMMENDATION:

Suggestion not be adopted.

APPROVED: Adm. Servs. Laboratory

Director

Exec. AD-

Exec. AD-

Exec. AD-LES Intell.

May 10, 1983

PERSONAL

[redacted]

Federal Bureau of Investigation
Seattle, Washington

b6
b7C

Dear [redacted]

I have learned of your proposal to utilize the backside of the file jackets cover for a "face sheet" and retained on the last volume of a case which would give ready access to all descriptive data. You may be interested to know that your idea was referred to the Records Management Division for review and they noted that current instructions contained in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.3(6), Page 286, permits the recording of auxiliary office and other file numbers on the inside of the file cover. Also, MAOP, Part II, Section 2-4.3.5(2), Page 290, stipulates that files in all classifications should be consolidated within six months after being closed or referred, upon completion, to the office of origin which would result in the file cover containing the descriptive data being destroyed. Therefore, your proposal is not being approved since it is believed it would be a duplication of effort.

You certainly can be assured that, although positive action was not taken in this instance, I was gratified by the effort and initiative you displayed by submitting it to me. I hope that you will continue to furnish any other ideas you may have in the future.

DE-137 64-23127-348

V-56

Sincerely yours,

L. Clyde Groover, Jr.

MAILED 9
MAY 10 1983
FBI

L. Clyde Groover, Jr.
Assistant Director
Administrative Services Division

MAY 13 1983

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. 2
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. 1
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

2 - Seattle - Enclosures
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of [redacted]

LRG:sms (7)

Suggestion-#161-83

(Continued - Over)

MAIL ROOM

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

LRG/sms

[redacted]

b6
b7C

FBI - SE

NOTE: Suggestion set forth in letter to suggester and reasons for nonadoption set forth in addendum of RMD. Views attached.

Employee Suggestion
FD-25 (Rev. 9-11-59)

174-83

| Date |
|---|
| 5/2/83 |

| To: | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| Director, FBI | [redacted] | Louisville |

b6
b7C

SUGGESTION

It is suggested that a listing of the names of all field divisions be shown on the left hand side on FD-245 (file front) with lines beside each name to allow enough space for their respective file numbers (classification, alpha, and number) to be shown in order for these file numbers to be readily available. Example attached.

0 File

Current practice or rule (Include manual citation as well as facts)

FD-245 does not currently have space for listing file numbers of field divisions. There is only space available for the Bureau file number.

Advantages of suggestion and annual savings (include basis for estimate)

Advantages of time saved by elimination of searching the file and checking each serial in the file for other field division(s) file number(s) in order to indicate these file numbers on communications, particularly if the file is voluminous, has been pending for a lengthy period of time, and numerous offices are involved in the investigation. If the file number of the field division is shown on their incoming communication, time will be saved by the elimination of the need to search the communication by the receiving office and the possibility of a missearch. If the case Agents needs to set out a lead for a particular field office and this office had a file number indicated on the FD-245, this would indicate this office was or at one time had conducted investigation regarding this case and would

(continued on page two)

Disadvantages of suggestion

None known.

MAY 1963

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [redacted] if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss Office Services Manager-Communications
Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion by Louisville employee [redacted] certainly appears to have merit and should be considered for approval by the Bureau.

James H. Yelvington
Signature and Title
James H. Yelvington, SAC

(Do not write in this space - for Bureau use only)

Letter of Appreciation 5/20/83

1 - [redacted] CLOSURE

JUN 17 1983

FBI/DOJ

Advantages of suggestion and annual savings
(continued)

eliminate the need for the case Agent to review the file to determine the need to send background information to the office covering the lead. Annual savings cannot be estimated by suggester, but considerable time would be saved by Agent, clerical, and stenographic employees if this suggestion was adopted.

Addendum to Suggestion No. 174-83 from the Louisville (LS) Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (CSM:jls 5/13/83)

It is proposed in attached suggestion no. 174-83 from the LS Office that a listing of the names of all field divisions and their file numbers be shown on the left hand side of the FD-245 (file front).

OBSERVATIONS:

Current instructions contained in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.3(6), page 286, permit the recording of auxiliary office and other file numbers on the inside of the FD-245. RMD is of the opinion that current policy and procedures provide an adequate means of identifying an auxiliary office file number, which is what would be of interest to the office of origin.

RECOMMENDATION:

Recommend suggestion not be adopted.

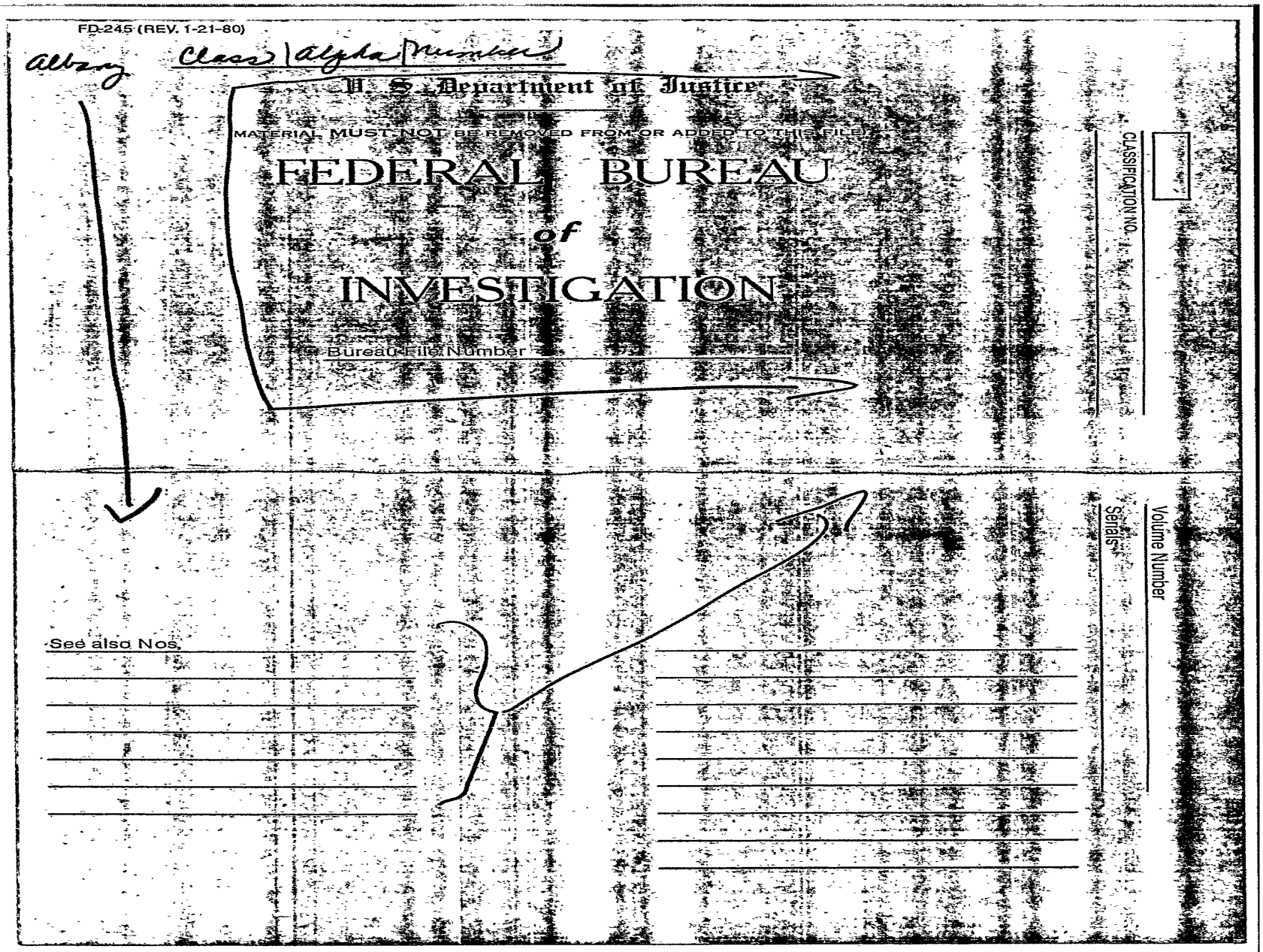
APPROVED: Adm. Servs. _____ Laboratory _____

Director _____

Exec. AD-Adm. _____

Exec. AD-Inv. _____

Exec. AD-LES _____ Intell. _____ Training _____


FD-245 (REV. 1-21-80)
Albany
Class | Alpha | Number
U. S. Department of Justice
MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE
FEDERAL BUREAU
of
INVESTIGATION
Bureau File Number
CLASSIFICATION NO.
Serials
Volume Number
See also Nos.

May 20, 1983

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Louisville, Kentucky

Dear [redacted]

I have been advised of your proposal that a listing of the names of all field offices and their file numbers be shown on the left side of Form FD-245. After a careful review of your proposal by the Records Management Division, it has been determined that it should not be approved. It is noted that current instructions in the Manual of Administrative Operations and Procedures, Part II, Section 2-4.3(6), page 286, permit the recording of auxiliary office and other file numbers on the inside of this form. Therefore, it is believed that current policy and procedures provide an adequate means of identifying an auxiliary office file number.

It is hoped that, although positive action was not taken with regard to this proposition, you will continue to give us the benefit of any others you may have in the future.

Sincerely yours,

L. Clyde Groover, Jr.

L. Clyde Groover, Jr.
Assistant Director
Administrative Services Division

MAILED 16
MAY 20 1983
FBI

2 - Louisville - Enclosures
1 - Suggestion file
1 - Field personnel file

DE-140

APPROVED: Director / Exec. AD-Adm. / Exec. AD-Inv. / Exec. AD-LES / Adm. Servs. / Crim. Inv. / Ident. / Inspection / Intell. / Laboratory / Legal Coun. / Rec. Mgnt. / Tech. Servs. / Training / Off. of Cong. & Public Affs.

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___
MAIL ROOM ☑

1 - Personnel file of [redacted]

GRG:sms (6)

Suggestion #174-83

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD. Views attached.

16 MAY 24 1983

Winslow H. Joy, Assistant Director
for Publication Services
Information System Staff
Department of Justice

5/16/83

Charles P. Monroe, Assistant Director
Records Management Division

FILE FRONTS
JACKET 370-532
REQUISITION 20-60

FEDERAL GOVERNMENT

The Records Management Division has examined the file fronts delivered by the vendor to satisfy the captioned jacket. The material used to fabricate the file fronts is substantially lighter in weight than any samples provided to the Government Printing Office (GPO) or any "prior-to-production" proofs offered by the vendor.

The Records Management Division appreciates the opportunity to acquire the defective file fronts at a 40 percent discount. However, the FBI has determined that the labor involved repairing and replacing these file fronts in the years to come would greatly exceed the discounted cost of the file fronts. Due to the serious defect of the file fronts, the FBI would be reluctant to pursue the use of this product under any circumstances. Accordingly, the Records Management Division requests that the captioned jacket be reprinted on proper paper stock that is equal to the weight and quality of the samples provided to GPO by the FBI.

This file front procurement has been active for 21 months. The Records Management Division is concerned that this relatively simple procurement has been delayed for such a lengthy period of time. As a result of this delay, the current stock of file fronts at FBI Headquarters (FBIHQ) has been exhausted. An improvised file front

DE-T35 (1 - 351)

2 - Mr. Groover (Attn: [redacted])
(Attn: [redacted])
1 - Mr. Monroe
1 - [redacted]
RBW:vg (10)

1 [redacted]
1
1
1

b6
b7C

MAY 19 1983

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Secy ___

NOTE: Based on memorandum [redacted] to Mr. Monroe, 5/13/83, captioned "File Fronts - Records Management Division (RMD), Jacket 370-532, Requisition 20-60."

MAIL ROOM

Note: Hand carried to DOJ by RMD representative

Con/Rec

Hand carried to DOJ by [redacted] Printing Specialist FBI 5-17-83 10:30 AM

FBI/DOJ

Memorandum C. P. Monroe to Winslow H. Joy
RE: FILE FRONTS
JACKET 370-582
REQUISITION 20-60

now must be utilized until captioned jacket is completed. The proven inability of the vendor to satisfactorily complete captioned jacket and the use of an improvised substitute file front at FBIHQ has seriously disrupted the operations of the Records Management Division. Information regarding the status of the order was not made available to the FBI through normal channels. Accordingly, the Records Management Division has made informal contacts with GPO regarding the captioned jacket to ascertain the status of the order. The Records Management Division was informed by GPO that the material was regarded as discrepant by GPO, and that the vendor had been notified. Despite the rejection by GPO, the Records Management Division was informed that no action to reprint the discrepant file fronts would take place until the Department of Justice (DOJ) received an official communication requesting the reprint.

Prior to seeking another order for file fronts, the Records Management Division believes that action should be taken by the GPO or the DOJ to reduce the procurement cycle from 21 months in order to avoid additional disruption of the operations of the Records Management Division.

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.: ___
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Monroe

Date 7/25/83

From : [redacted]

b6
b7C

Subject : POLICY MATTERS - RECHARGE PROCEDURES
RECORDS MANAGEMENT DIVISION (RMD)

PURPOSE: To recommend a change in the RMD policy regarding recharging of files charged out to RMD employees.

RECOMMENDATION: That RMD employees recharge files in their possession on the fourth Tuesday of January, April, July and October instead of monthly.

APPROVED: Adm Servs ___ Laboratory ___
Director ___ Off. Cong. & Public Affs ___
Exec AD-Adm ___ Rec. Mgnt. ___
Exec AD-Inv ___ Tech. Servs. ___
Exec AD-LES ___ Intell. ___ Training ___

DETAILS: At the present time, the majority of the files that are recharged every month at FBIHQ are recharges received from within the RMD. Virtually all of these recharges come out of the FOIPA Section and the Document Classification and Review Section (DCRS). Presently, these files are recharged by RMD users the fourth Tuesday of every month. Due to the volume of the files charged out by FOIPA and DCRS, many of which are charged out for extensive periods of time, the recharging of files

DE-95 [illegible] -352

8 AUG 17 [illegible]

(CONTINUED-OVER)

1 - Mr. Monroe
1 - [redacted]
1 -
1 -
1 -
1 -
1 -
2 -

GL:jac
(10)

FBI/DOJ

Memorandum [redacted] to Mr. Monroe
RE: POLICY MATTERS - RECHARGE PROCEDURES
RECORDS MANAGEMENT DIVISION (RMD)

b6
b7C

on a monthly basis has become project type work. In addition, the recharge lists received every month generally appear to be no more than a xerox copy of the xeroxed list forwarded the previous month. The Filing Subunit has detected what appears to be an unusually high number of instances wherein these recharge lists received from FOIPA and DCRS have listed files for recharge that have already been returned to the Filing Subunit. In addition, it is not unusual to receive lists from more than one individual in FOIPA or DCRS that contain identical files or sections of files to be recharged simultaneously to two different people. This appears to be indicative of the fact that the recharge procedures presently being followed on a monthly basis may be cumbersome, and in an effort on the part of an employee in FOIPA or DCRS to relieve themselves of a cumbersome duty, they are attempting to take shortcuts in the recharging procedures and reduce the time it takes to recharge files. With assurances from FOIPA and DCRS that employees would thoroughly and accurately prepare a list for recharge purposes on a quarterly basis instead of monthly, as is the present procedure, an overall reduction of time expended recharging files could be accomplished. This should improve accuracy. This memorandum recommends that the RMD employees to whom files are charged be required to recharge those files on a quarterly basis as reflected above.

It must be noted that files and records maintained in the Special File Room (SFR), will continue to be recharged commensurate with the SFR procedures. Any change in recharge procedures or recharge policy, with regard to Filing Subunit files, is in no way intended to change the policy presently in effect in the SFR.

It is believed by personnel in the Filing Subunit, that changing the file recharge procedures to a quarterly basis within the RMD, will cut down in the time spent in the RMD, particularly in FOIPA and DCRS, in the recharge effort. In addition, having FOIPA employees and DCRS employees more accurately reflect those files in their custody will improve the record of the location of the files.

This memorandum is recommending that the recharge policy within the RMD, except for the SFR files, be changed from recharging files on a monthly basis to the fourth Tuesday of the first month of every quarter, namely January, April, July and October. It is believed this change will result in a more efficient operation and reduce the employees time involved in the recharging process throughout RMD.

Memorandum [redacted] to Mr. Monroe
RE: POLICY MATTERS - RECHARGE PROCEDURES
RECORDS MANAGEMENT DIVISION (RMD)

b6
b7C

Further, it is anticipated that the Filing Subunit may require employees, on an overtime basis, the weekend following the new recharge date. This will be coordinated with the Technical Services Division (TSD), in order to have CRT's on line in the FACS system, to accomplish the recharging in a shorter time as possible. Contact with TSD at this time has resulted in a determination that the FACS system can be on line and available on any given weekend provided ample notice is given to TSD for such services to be available. In the event it is deemed necessary to request overtime approval on a quarterly basis to update the recharge information, that consideration will be addressed by separate communication.

# Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. Monroe CM

Date 9/30/83

From : [redacted] BWK

OFLC

b6
b7C

Subject : ~~MONTHLY~~ RECHARGE OF FILES

PURPOSE: To advise each FBIHQ division that the next monthly file recharge date will be on 10/11/83, and request each Assistant Director to have all employees in his division make a concerted effort to ensure all files are properly recharged.

RECOMMENDATION: That this memorandum be forwarded to all FBIHQ divisions to request all employees make a concerted effort to ensure all files are properly recharged on 10/11/83.

APPROVED:

BWK

Director _____
Exec. AD-Adm _____
Exec. AD-Inv _____
Exec. AD-LES _____

Adm Servs. _____
Crim Inv _____
[illegible] _____
Inspection _____
Intell. _____

Laboratory _____
Legal Coun _____
Off of Cong. & Public Affs _____
Rec Mgnt CM
Tech Servs. _____
Training _____

DETAILS: The Filing Subunit, Records Management Division (RMD), presently is experiencing increasing difficulty in ensuring all FBIHQ files are immediately available to requesters throughout FBIHQ. A significant shortage of RMD support personnel and the

1 - Mr. Boyd
1 - Mr. Geer
1 - Mr. Glover
1 - Mr. Groover
1 - Mr. McKenzie
1 - Mr. Mintz
1 - Mr. O'Malley
1 - Mr. Revell
1 - Mr. Stames
1 - Mr. Young
1 - Mr. Monroe
1 - [redacted]
2 - [redacted]
1 - [redacted]

V-95 DE-155 66-2317-353

16 OCT 12 1983

GL:sma (16)

(CONTINUED - OVER)

[redacted]

RECORDS

64 NOV 28 1983

FBI/DOJ

b6
b7C

continuing injunction against records destruction, which in turn increases storage needs and locate activity, contribute to this problem. Additionally, RMD is experiencing a steadily increasing number of instances in which recharge information is not being properly submitted.

As a result of the above, the RMD is instituting additional procedures in an effort to increase the quality of file service being provided. At the same time, the RMD requests all FBIHQ employees to make an extra effort to ensure the 10/11/83 recharge information is prepared as accurately and completely as possible. By doing so, the file users will receive better service.

The assistance of all FBIHQ employees is appreciated.

[redacted]uggestion
[redacted]v. 9-11-59)

#23-85

Date
11/8/84

To:
Director, FBI

From: (Suggester's name)
[redacted]

Division of Assignment
Identification

b6
b7C

SUGGESTION

When a personnel/Bureau file that has been placed on locate is found, the Locate Clerk should provide the extension of the person using the file, along with the name and room number.

Filed

Current practice or rule (Include manual citation as well as facts)

When a file is located, the Locate Clerk calls the person who requested the file and advises him/her who has the file, the room number and if a forwarding slip has been placed on it.

Advantages of suggestion and annual savings (include basis for estimate)

If a forwarding slip is placed on the file, it can take anywhere from a few days to several weeks before the file is actually forwarded to the next person, which may cause serious delays in expedite matters. The person looking for the file may only need a small amount of information that could obtained telephonically; or he/she may wish to call and request to borrow the file for a short period of time. Many times the person actually using the file is a Clerk and is not listed in the phone directory. Without an extension, the person wanting information from the file would have to physically walk to the room

(CONTINUED OVER)

Disadvantages of suggestion

This would cause no additional work for the Locate Clerk, therefore there would be no disadvantages to this suggestion.

66-2319-354

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be cons[redacted] is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ [redacted] Secretary (Steno)

Recommendations and comments of Division Head

If suggestion is adopted, it would result in considerable time savings. It is recommend suggestion be approved.

[redacted] Assistant Director
Signature and Title

(Do not write in this space - for Bureau use only)

[redacted]

12-16-84

[redacted]

Suggestion by [redacted] b6 b7C

number given to him/her by the Locate Clerk, taking the chance that the person using the file is there, or else attempt to determine the extension by calling the Bureau operator and trying to locate the extension by using only a last name and room number. If the Locate Clerk would provide the extension of the person holding the file at the same time the name and room number are provided, the person looking for the file could call the person who is holding the file to determine how long it would be tied up. There would be no additional work involved for the Locate Clerk to provide the extension at the same time he/she provides the name and room number of the person using the file.

4-7 (Rev. 5-29-79)

# FORWARD THIS FILE TO SUPERVISOR IN ORDER LISTED

b6
b7C

PLEASE TRANSFER, CALL EXT. [ ]

| SUPERVISOR | TL | ROOM | EXT. | SUBJECT | SERIAL | DATE |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

FBI/DOJ

b6
b7C

Addendum to Suggestion from [redacted] Identification Division

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (KLJ:jls 11/27/84)

[redacted] Identification Division employee, has proposed in attached suggestion #23-85 that when a personnel/Bureau file placed on locate is found, the Locate Clerk should provide the name, extension and room number of the individual using the file.

OBSERVATIONS:

RMD is opposed to the above-mentioned suggestion inasmuch as the requested information is already listed on the forwarding slip (Form 4-7) (individual's name, telelift number, room number and extension). It is the opinion of the RMD since the suggested information is already available on the Form 4-7 that suggestion #23-85 not be adopted.

RECOMMENDATION:

RMD recommends that suggestion not be adopted.

December 11, 1984

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Files

Dear [redacted]

I received your proposal that Locate Clerks should provide the telephone extension of the person using a personnel/Bureau file when a file has been placed on locate. According to the Records Management Division, however, the requested information is already listed on the forwarding slip (Form 4-7). Since the suggested information is already available on Form 4-7, there is no need to take action on your suggestion.

Thank you for taking the time to submit this idea, though. I encourage you to take further advantage of our Suggestion Program as a means of presenting valuable, innovative ideas which will enhance or improve existing Bureau practices.

Sincerely yours,

L. Clyde Groover

L. Clyde Groover, Jr.
Assistant Director
Administrative Services Division

DE-211

66-2319-355

1 - Mr. Stames (Personal Attention) - Enclosure
1 - Personnel file of [redacted] Enclosure

(5) Suggestion #23-85

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and RMD addendum 11/27/84. Views attached.

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Exec. AD-Adm. ___
Exec. AD-LES ___
Training ___
Off. of Cong. & Pub. ___

MAIL ROOM

FBI/DOJ

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. of Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Colwell

Date 1/18/85

SSP

CLASS. From : W. A. Bayse
SRC'D
STR
INDX Subject : PROPOSED PROCEDURES FOR HANDLING AND CONTROLLING PERSONNEL AND INVESTIGATIVE FILES AT ENGINEERING SECTION FACILITY, NEWINGTON, VIRGINIA

PURPOSE: To recommend implementation of procedures for handling and accounting for personnel and investigative files required by the Engineering Section. Further, to request approval for release of personnel and investigative files to the Engineering Section Facility at Newington.

SYNOPSIS: Engineering Section is recommending that procedures be implemented to permit transmittal of Bureau files to the Engineering Section Facility at Newington, Virginia. Procedures are proposed to request, account for, and transport files.

RECOMMENDATION: That the procedures described within this memorandum be adopted to permit transfer of files between FBI Headquarters and the Engineering Facility in Newington.

APPROVED:

Director ___
Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___

Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___

Laboratory ___
Legal Coun. ___
Off. of Cong. & Public Affs. ___
Rec. Mgnt.
Tech. Servs. WAB
Training ___

V-87
DE-TA

DETAILS: The first phase of the move of the Engineering Section to new facilities at Newington, Virginia, was completed in December 1984, with scheduled move of the remaining Units set for approximately April 1985. Growth of the Section is continuing and will, in a few years, reach a staffing level of approximately 250 individuals--making the facility comparable in size to many field offices.

66-2319-355X

1 - Mr. Monroe
Attn:
1 - Mr. Bayse
1 - Mr. Boyd
1 -
1 -

SAK:dyb (6)

SEE INTD ADDENDUM Page 7
SEE RMD ADDENDUM PAGE 5

(Continued - Over)

FBI/DOJ

66-2319-355 1 FEB 1985

Memorandum W. A. Bayse to Mr. Colwell
RE: PROPOSED PROCEDURES FOR HANDLING AND CONTROLLING PERSONNEL AND INVESTIGATIVE FILES...

The Engineering Section at Newington has an immediate and continuing need to have access to FBI Headquarters personnel and investigative files. This requirement includes, but is not limited to, personnel files for staff hiring actions, personnel files of Field Technically Trained Agents (TTAs), and Electronics Technicians (ETs) in connection with our TTA and ET program responsibilities for transfers, promotions, etc.; investigative files in connection with our field technical support responsibilities, Freedom of Information reviews, and name check searches on companies and individuals with whom we conduct business.

It is presently the policy of Records Management Division (RMD) that personnel and investigative files not be removed from the J. Edgar Hoover (JEH) Building. This policy extends to Quantico and presumably would extend to the Engineering Section Facility at Newington or any other off-site facility. It is understood that the reasons for this policy are RMD's requirements to have reasonable access to the files for administrative and maintenance purposes, that is, for insertion of serials, attachment of forwarding slips, quick retrieval for file reviews in conjunction with short deadline specials, and like maintenance functions. By releasing files outside the confines of the JEH Building RMD would ostensibly lose ready access to these files.

The Engineering Section requests that an exception to the above policy be made to permit temporary transfer of Bureau personnel and investigative files to Newington as required. We have the facilities and personnel in place which could effectively control files while at Newington and a courier service making twice daily round trips between Newington and FBI Headquarters. The facility is fully secured and alarmed, manned 24 hours a day by a guard force, and a duty Agent is assigned on-call during off-hours and weekends. The driving time from Newington to Headquarters is 30-40 minutes, thus a file could be returned to Headquarters, if required, with only minimal delay.

Memorandum W. A. Bayse to Mr. Colwell
RE: PROPOSED PROCEDURES FOR HANDLING AND CONTROLLING PERSONNEL AND INVESTIGATIVE FILES...

The Engineering Section proposes that the following procedures be implemented to handle transfer of files between FBI Headquarters and Newington and to control files while stored at Newington:

1. The Engineering Section Front Office at Newington will serve as the control point for files requested. All requests for files, personnel or investigative, will be made by the Section Front Office only. A record will be made of the requestor and the file numbers/names of the requested files.

2. All requested files will be forwarded to the office of the Deputy Assistant Director, Technical Services Division, room 7159, JEH.

3. Files will be picked up by the Engineering Section courier or other Section personnel visiting the JEH Building. Files will be delivered only to the Section Front Office where they will be checked against the request list and assigned to the requestor. The location of the file while in the custody of the Engineering Section will be noted for future retrieval purposes.

4. In the event RMD requires access to a file, a call to the Engineering Section Front Office at [redacted] will initiate a file retrieval process. The possessor of the file will be identified and contacted to return the file to the Section Front Office. It will be transported to Headquarters with the next available courier. RMD will be notified of the departure of the file and expected arrival time at Headquarters. A notation will be made that the file was temporarily returned to RMD. b6 b7C

5. The file will be hand-carried to room 7159 where it can be retrieved by RMD, necessary file maintenance performed, and returned by the same or next courier run.

6. When a file is returned to RMD or forwarded to another requestor, the same procedure as above will be followed except that a notation will be made logging the file out of the Engineering Section.

7. All personnel and investigative files will be stored in GSA approved security containers while at Newington.

8. In the event emergency access to a file is required, other arrangements for more expeditious delivery will be made.

9. Files containing Sensitive Compartmented Information (SCI) or otherwise requiring special handling will be transported only by persons possessing appropriate clearances and will be hand-delivered to their destinations.

The Engineering Section believes the above proposed procedures provide proper file control and access by RMD and should be adopted to facilitate the Engineering Section's requirements to review files.

Memorandum from W. A. Bayse to Mr. Colwell, 1/18/85
RE: PROPOSED PROCEDURES FOR HANDLING AND
CONTROLLING PERSONNEL AND INVESTIGATIVE
FILES AT ENGINEERING SECTION FACILITY
NEWINGTON, VIRGINIA

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) GL/sma - 2/4/85

Bureau policy requires that original hard copy files be maintained on the premises at FBIHQ and/or field office headquarters city. There has been, however, two exceptions to this policy: (1) the Brooklyn-Queens Metropolitan Resident Agency (BQMRA), New York Division and (2) the Ft. Lauderdale Resident Agency (FLRA), Miami Division..

The BQMRA is virtually autonomous to the New York Division and is staffed 24 hours a day, 7 days a week by FBI personnel. The New York Division has been authorized to maintain original pending criminal files and certain administrative files at the BQMRA. The investigative files are returned to New York headquarters city when closed or Ruc'd.

The FLRA is situated in a Federal building that is protected by guard service 24 hours a day, 7 days a week. The Miami Division has been authorized to maintain pending criminal files in the FLRA for as long as the guard service remains in effect. The files are to be returned to Miami headquarters city after closed/ruc'd.

RMD has reviewed the contents of captioned memorandum and believes that while the proposal of the TSD has merit, the following observations are being offered:

1. RMD presently has no accurate inventory of the files presently in the custody of the Engineering Section (ES) at Newington, VA. Upon approval of the TSD recommendation, ES should promptly return all FBIHQ files, personnel, investigative, administrative or otherwise, to RMD and indicate which of those files are necessary to be properly charged out and returned to ES. The files returned will be closely monitored by RMD and ES should ensure each file so returned or forwarded to ES in the future be closely controlled. In particular, personnel files must be controlled more closely due to the privacy issues involved.

2. RMD should have access to and review the controls established in ES for the temporary maintenance of files at the ES site. The purpose of doing so is to provide assistance to the ES in setting up procedures internally to control the files temporarily maintained at the Newington facility to the mutual satisfaction of both.

3. ES should ensure that requests for files are kept to the absolute minimum, and whenever possible only serials, machine copies of serials or machine copies of files should be requested.

4. RMD notes the willingness of ES to temporarily return files on a turn-about basis in the event a file is needed at FBIHQ for review, service and the like. RMD cannot assure the file would be returned by return courier; however, efforts will be made by RMD to return the file to the ES as promptly as the situation allows.

By ES working to keep file requests to the absolute minimum and RMD working with ES to ensure control of the files as well as ready access as necessary, the recommendation of the TSD should be given favorable consideration for approval.

Memorandum from W. A. Bayse to Mr. L. Colwell
Re: PROPOSED PROCEDURES FOR HANDLING AND CONTROLLING PERSONNEL AND INVESTIGATIVE FILES AT ENGINEERING SECTION FACILITY, NEWINGTON, VIRGINIA

ADDENDUM: INTELLIGENCE DIVISION (INTD) 3/29/85 RPH:jvl

Technical Services Division (TSD) has requested permission for the transfer of files to the Newington facility.

The Intelligence Division (INTD) would object to this procedure unless adequate safeguards for FBI files are established. These safeguards must include:

- o No substantive case files;
- o Two man control for material in transit;
- o Armed Special Agent security for Top Secret material;
- o Utilization of a crash proof container.

With these safeguards INTD would have no objection to the procedure.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm Servs
Crim Inv.
Intel.
Laboratory
Legal Coun
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

Employee Suggestion
FD-252 (Rev. 9-11-59)

#90-85

Date: March 20, 1985

To: Director, FBI

From: (Suggester's name) SA [redacted]

Division of Assignment: Boston

b6
b7C

SUGGESTION

It is suggested that either in the printing process or by the use of a stamp, an alphabetical listing of all field offices be placed on the inside or outside cover of each file, i.e. FD-245 (rev. 1/21/80). A space should be made available next to the name of each field office, then the rotor clerk can place the appropriate file number for that office next to the name of the office as a communication from that particular office is received.

Current practice or rule (Include manual citation as well as facts)

Advantages of suggestion and annual savings (include basis for estimate)

This process would save a great deal of time and effort in ascertaining field office file numbers, especially in large multi-volume cases. Such a simple procedure would help greatly in preventing leads, unaccompanied by the appropriate file number, being sent to other field offices; thus, saving a great amount of time in ascertaining other office file numbers.

Disadvantages of suggestion

Cost of printing or preparing a stamp.

46-2317-350

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] suggestion is adopted within two years after submission.)

[X] Mr. [ ] Mrs. [ ] Miss [redacted] Special Agent

Signature of Suggester 1985

Recommendations and comments of Division Head

This suggestion deserves further consideration.

[redacted] SAC

Signature and Title

(Do not write in this space - for Bureau use only)

Let. of apprec.
LBS: djm 4-4-85

3 - Bureau
2 - Boston

JUN - 2 1985

FBI/DOJ

Re: Suggestion #90-85 from the Boston (BS) Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD)(TBD:jls 3/27/85)

It is proposed in attached suggestion #90-85 from the BS Office that an alphabetical listing of all field offices be preprinted or rubber stamped on the inside or outside of the file cover (Form FD-245) of each file and that space be allowed adjacent to each field office name for recording the appropriate file number(s).

OBSERVATIONS:

Instructions contained in the Manual of Administrative Operations and Procedures, Part II, Section 2-4.4.3(6), page 286, permits recording file numbers of other offices on the inside of the file cover, Form FD-245. RMD is of the opinion that these instructions allow adequate means of identifying another field office and the pertinent file number(s); therefore, suggestion does not warrant consideration for adoption.

RECOMMENDATION:

Recommend that suggestion not be adopted.

cm/Rux

April 4, 1985

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Boston, Massachusetts

Files

Dear [redacted]

Thank you for submitting the proposal that an alphabetical listing of all field offices be placed on the inside or outside cover of each file (Form FD-245) and that space be allowed adjacent to each field office name for recording the appropriate file number. This suggestion was referred to the Records Management Division (RMD) for their evaluation, and they are of the opinion that there is no need to implement your idea. Instructions included in the Manual of Administrative Operations and Procedures permit the recording of file numbers of other offices on the inside of the FD-245. RMD believes that these instructions allow adequate means of identifying another field office and the pertinent file number (s); therefore, they recommend that your suggestion not be adopted.

Although no action is being taken on your proposal, I want you to know that I am very pleased that you took the time to submit this suggestion. Any further contributions you may wish to make in an effort to improve or enhance our operations will be warmly welcomed.

DE-258 66-2319- 357

V-21

Sincerely yours,

MAILED 4
APR 8 1985
FBI

Edwin J. Sharp
Acting Assistant Director
Administrative Services Director

Adm. Servs.
Crim. Inv.
Director
Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

Laboratory
Legal Coun.
Rec. Mgnt.
Tech. Servs.
Training
Off. of Cong. & Public Affs.

2 - Boston
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of [redacted] - Enclosure

LRS:djm (6) Suggestion #90-85

Note: Suggestion and reasons for nonadoption set forth in letter to suggester and RMD addendum dated 3/27/85. Views attached.

LRS:djm
6856

MAY 13 1985

# Memorandum

Exec. AD Adm. ___
Exec. AD Inv. ___
Exec. AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Colwell

Date 7/3/85

From : C. P. Monroe

Subject : MODIFICATION OF RECHARGE PROCEDURES FOR FBI HEADQUARTERS (FBIHQ) FILES

RECORDS MANAGEMENT DIVISION

Files

PURPOSE:

To recommend a modification to existing recharge policy for FBIHQ files as set forth in the "Details" of this memorandum and attached Memorandum to All Bureau Officials and Supervisors.

RECOMMENDATION:

(1) That the modified recharge procedures set forth in the "Details" of this memorandum and the attached Memorandum to All Bureau Officials and Supervisors be approved.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Off. of Cong. & Public Affs. ___
Exec. AD-Adm. ___ Plan. & Insp. ___
Exec. AD-Inv. ___ Rec. Mgnt. ___
Exec. AD-LES ___ Intell. ___ Tech. Servs. ___ Training ___

(2) That the attached Memorandum to All Bureau Officials and Supervisors be approved and distributed.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Off. of Cong. & Public Affs. ___
Exec. AD-Adm. ___ Plan. & Insp. ___
Exec. AD-Inv. ___ Rec. Mgnt. ___
Exec. AD-LES ___ Intell. ___ Tech. Servs. ___ Training ___

DETAILS:

Memorandum to All Bureau Officials and Supervisors 1-8, dated 1/3/80, captioned, "Recharge of FBIHQ Files," established that FBIHQ files would be recharged on a monthly basis. An analysis of the existing recharge procedures for FBIHQ files by the Records Management Division indicated that a modification of existing recharge procedures is appropriate. The recommended modification for recharging FBIHQ files requires that they be recharged quarterly on the second Tuesday of January, April, July and October of each year. The Records Management Division has determined that the modification of current recharge procedures will not adversely affect the integrity or accountability of FBIHQ records.

b6
b7C

Enclosure
66-2319
1 - Mr. Monroe
1 - [redacted]
1 - [redacted]
RWS:cak (6)

1 - [redacted]
1 - [redacted]

(CONTINUED-OVER)

FBI/DOJ

Memorandum C. P. Monroe to Mr. Colwell
Re: Modification of Recharge Procedures for
FBI Headquarters (FBIHQ) Files

Records Management Division

A Memorandum to All Bureau Officials and Supervisors has been prepared to convey the modified recharge procedures for FBIHQ files.

U.S. Department of Justice 3-85

Federal Bureau of Investigation

*Washington, D.C. 20535*

July 16, 1985

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS:

RE: RECHARGE OF FBIHQ FILES

Effective October 8, 1985, FBIHQ employees will be required to recharge files on the second Tuesday of January, April, July and October instead of monthly.

This change in recharge procedures will not apply to files and records maintained by the Special File Room Subunit of the Records Management Division. This material will continue to be recharged commensurate with existing Special File Room Subunit procedures and policies.

You are requested to ensure that the new recharge policy is strictly followed to maintain the integrity and accountability of FBIHQ records. I also request all employees to promptly return files when no longer required and to promptly transfer files forwarded to another employee by calling extension [redacted] b6 b7C

William H. Webster
Director

66-2314-
NOT RECORDED
19 JUL 23 1985

7-16-85
MEMORANDUM TO ALL BUREAU
OFFICIALS AND SUPERVISORS 3-85

2 NOV 16 1985

ORIGINAL FILED IN

FBI/DOJ

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Colwell

Date 7/11/85

From : C. P. Monroe

Subject : FILE SERVICE

RECORDS MANAGEMENT DIVISION (RMD)

PURPOSE:

To reiterate file service provided by the RMD and to recommend that the attached Memorandum to All Bureau Officials and Supervisors be approved and distributed.

RECOMMENDATION:

That the attached Memorandum to All Bureau Officials and Supervisors be approved and distributed.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Off. of Cong. & Public Affs. ___
Exec. AD Adm. ___ Rec. Mgnt. ___
Exec. AD Inv. ___ Tech. Servs. ___
Exec. AD LES ___ Training ___

DETAILS:

J. J. McDermott memorandum to All Assistant Directors, dated March 21, 1979, captioned, "Implementation of The File Automated Control System (FACS)" (66-19168-45X1), described file service provided by the RMD. It is believed appropriate that this information be reiterated for the assistance of all Bureau officials and supervisors.

A Memorandum to All Bureau Officials and Supervisors has been prepared and is attached. no manual changes per Section.

Enclosure
66-2319
1 - Mr. Monroe
1 - [redacted]
1 - [redacted]
RWS:cak (5)

2 AUG 6 1985

b6
b7C

53 NOV 12 1985

FBI/DOJ

Employee Suggestion
FD-252 (Rev. 10-26-84)

#73,84

Date: 2/4/86

To: Assistant Director, Administrative Services Division

From: (Suggester's name) [redacted] b6 b7C

Division of Assignment: Minneapolis

SUGGESTION

Have one location in each file with a list of all offices, and a space where their file number can be entered. One such location could be on the backside of cover jacket (FD-245). Upon receipt of a communication from another office, the rotor person could enter the other office's file number.

Current practice or rule (Include manual citation as well as facts)

Serials have to be searched to find other office file numbers.

Advantages of suggestion and annual savings (include basis for estimate)

Save Agent time in looking for other file numbers, and this can be a noted savings in larger cases.

Unused space could be used and no new paper item would be needed. It would be easy to use and locate.

Disadvantages of suggestion

none.

66-2319-360

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted] SA
Signature and Title

Recommendations and comments of Division Head

This suggestion has merit. It will assist the desks in noting which offices should be discontinued in fugitive matters or in other closed cases, in addition to being a ready reference for the steno, rotor, agent and supervisor.

[redacted]
Signature and Title
SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

2 FEB 19 1986

[redacted]

3 - Bureau
2 - Minneapolis (1 - 66-2501) (1 - 67-18342)

RE: Suggestion #73-86 from the Minneapolis Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD)(LFB:cgz 2/19/86)

It is proposed in the attached suggestion from Minneapolis that each file have one location, preferably on the backside of the file jacket (FD-245), where field office file numbers can be recorded.

Instructions contained in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.3(6), page 286, allows field offices to record auxiliary file numbers on the inside of the file cover, Form FD-245; therefore suggestion should not be adopted.

RECOMMENDATION:

That suggestion not be adopted.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Servs. | Laboratory |
| Exec. AD-Adm. | Crim. Inv. | Legal Coun. |
| Exec. AD-Inv. | Ident. | Off. of Cong. & Public Affs. |
| Exec. AD-LES | Inspection | Rec. Mgnt. |
| | Intell. | Tech. Servs. |
| | | Training |

February 27, 1986

PERSONAL

Not Adopted

b6
b7C

[redacted]
Federal Bureau of Investigation
Minneapolis, Minnesota

Dear [redacted]

0 files

NORM Thank you for submitting your recommendation that a list of all offices, along with a space to enter their file number, be added to the backside of the cover jacket (FD-245) of each file. Instructions contained in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.3(6), page 286, already allow field offices to record auxiliary file numbers on the inside of the file cover, Form FD-245; therefore, there is no need for us to implement your recommendation.

I am very grateful, though, that you took the initiative and time to submit your proposal. Your continued support of our Suggestion Program would be deeply appreciated.

Sincerely yours,

/s/

Edwin J. Sharp
Assistant Director
Administrative Services Division

APPROVED: Director ____ Exec. AD-Adm. ____ Exec. AD-Inv. ____ Exec. AD-LES ____
Adm. Servs. ____ Crim. Inv. ____ Ident. ____ Insp. ____ Intell. ____ Laboratory ____ Legal Coun. ____ Off. of Cong. & Public Affs. ____ Rec. Mgnt. cm/RMK Tech. Servs. ____ Training ____

MAILED 12
FEB 28 1986
FBI

062319-361

2 - Minneapolis
1 - Suggestion file DE-127
1 - Field personnel file
1 - Personnel file of [redacted] - Enclosure

DJS:jfh (6) Suggestion #73-86

Note: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD 2/19/86. Views attached.

57 APR 2 1986

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM

NO MAR 4 1986

6856

# Memorandum

139-94

FEDERAL GOVERNMENT

Subject
FBI Files

Bureau Files

Date
April 28, 1986

To
Special Agent [redacted]
Unit Chief
Public Corruption Unit
Criminal Investigative Division
Federal Bureau of Investigation

From
[redacted]
Special Assistant
for Litigation
Criminal Division

b6
b7C

The following FBI files are being returned to you herewith:

FBI - Richmond file 139-94, volumes 1 and 2.

Seven page document bearing the name [redacted] dated October 9, 1975.

Seventy-three page file, "RE 139-4977 - Mail not yet processed for file."

66-2319-362

23 MAY 6 1986

86

53 SEP 25 1986

July 18, 1986

OUTSIDE SOURCE

b6
b7C

[redacted]

Attention: [redacted] MS.

RE: COLOR CODED FILE FRONTS AND FILE BACKS

Gentlemen:

Reference is made to your telephonic conversations with this Bureau on the 7/5/86 and 7/15/86, regarding the possibility of Procuring File Fronts and File Backs from your organization. Enclosed you will find the 6 months use expecting of this commodity, samples of the desired items, and a detailed report of the specification.

Should you have any questions regarding this matter please contact [redacted] of my staff at [redacted] Your prompt attention to this matter would be greatly appreciated.

Sincerely yours,

[redacted]

Unit Chief
Property Procurement and Management Section
Administrative Services Division

Enclosure

1 - [redacted]
1 - [redacted]
1 - RMD (Attn: [redacted]

SJS:src
(6)

66-2319-363

JUL 30 1986

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Secy

MAIL ROOM

September 30, 1986

PERSONAL

[redacted]

b6
b7C

Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I have received your suggestion that mail dates be obtained from the computer rather than the actual mail when starting a new section for multisection files. I'm sure it will please you to know that your proposal was adopted immediately since it was determined that the efficiency of the Filing Subunit would be improved significantly as a result of its implementation.

I am always delighted to receive submissions such as yours to our Suggestion Program and I want to assure you that any further ideas you may have will be warmly welcomed.

Sincerely yours,

/S/

Edwin J. Sharp
Assistant Director
Administrative Services Division

APPROVED:
Director
Exec. AD Adm.
Exec. AD Inv.
Exec. AD LES
Adm. Servs.
Crim. Inv.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

1 - Mr. McCreight (Personal Attention)

1 - Personnel file of [redacted] - Enclosure

NOTE: Suggestion set forth in letter to suggester and FD-252 dated 9/8/86 with addendum of Mr. McCreight advising that suggestion was adopted immediately. Therefore, upon approval, suggester being advised of such. Views attached.

DJS:ldg (5) Suggestion #221-86

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Telephone Rm.
Director's Sec'y

MAIL ROOM

ENCLOSURE

67-
Searched
Numbered
4 OCT 3 1986

66-2319-364

16 FEB 19 1987

Suggestion
(Rev. 9-11-59)

#221-86

Date 9/8/86 b6 b7C

To: Director, FBI

From: (Suggester's name)

Division of Assignment: 4 - Records Management

SUGGESTION

On multi-section files, when starting a new section, we get the date of the mail from the computer instead of waiting for the mail.

Current practice or rule (Include manual citation as well as facts)

See attached

Advantages of suggestion and annual savings (include basis for estimate)

We can eliminate the open section backlog if we did not wait for the mail.

Disadvantages of suggestion

None apparent.

e use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or gns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted in two years after submission.)

☐ Mr. ☐ Mrs. ☑ Miss

Signature and Title of Suggester

mmendations and comments of Division Head

Prior to submission of the formal suggestion, discussed this matter with the Chief of the Special Records and Filing Unit. The suggestions will significantly improve the efficiency and effectiveness of the Filing Subunit operation and was therefore adopted immediately.

Signature and Title

write in this space - for Bureau use only)

66-2319-3141

3 days

ENCLOSURE

~~ENCLOSURE~~

FBI/DOJ

SUGGESTION (CONTINUED)

[redacted]

b6
b7C

Current practice or rule

The current procedure for starting a new section is to have the mail. Before closing a section file and starting a new section it is necessary to determine where one section will end and the new section will begin. We currently are waiting for the mail before opening a new section so we can get the date of the serial off of the mail.

1-7-86
MEMORANDUM 1-86 °FILES

(B) REMOVAL OF FILES FROM FBI SPACE CHARGE-OUT FORM FD-702

FBIHQ continues to receive demands for discovery production of our relevant files and records. Some of these requests encompass large volumes of files. Other requests are received under stringent court-ordered deadlines. Because of these and certain Freedom of Information Act requests, it has been necessary to forward a number of field office files to FBIHQ. A new charge-out form (FD-702) has been issued. This form is to be utilized whenever it becomes necessary to remove files and related record material from the premises of FBI Space.

A sufficient supply of Form FD-702 will be forwarded to each office. Appropriate manual changes will be forthcoming.

ORIGINAL FILED IN 66-04-45353X2

66-2319-

NOT RECORDED

MAY 16 1986

47 MAY 30 1986

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. of Cong. & Public Affs. ___
Telephone Rm. ___
Director's Sec'y ___

To : Assistant Director
Records Management Division

Date 9/16/85

From : Legal Counsel Division

Subject : SECURITY AND RETRIEVABILITY OF FIELD OFFICE FILES

PURPOSE: To suggest the development of policy to cover the required forwarding of Field and Legat files to Federal Bureau of Investigation Headquarters (FBIHQ).

RECOMMENDATION: A communication should be directed to all FBI offices setting forth procedures to be followed when Field files are ordered forwarded to FBIHQ (normally requested pursuant to Freedom of Information/Privacy Act (FOIPA) requests or court ordered discovery of Bureau files).

APPROVED: Director ___ Exec. AD Adm. ___ Exec. AD Inv. ___ Exec. AD-LES ___
Adm. Servs. ___ Crim. Inv. ___ Ident. ___ Inspection ___ Intell. ___
Laboratory ___ Legal Coun. JEC Off. of Cong. & Public Affs. ___ Rec. Mgnt. CMB ___

DETAILS: During the past few years it has been necessary to have various Field Office and Legat files ordered to FBIHQ for discovery processing. In some instances Field files are also forwarded because of FOIPA requests or subsequent litigation. In several civil litigation matters, there have been hundreds of files forwarded to FBIHQ. In many instances because of the volume of material involved, it is not feasible for the Field Offices to make a copy of the files prior to forwarding.

Recently, a number of requests from the field have been received in the Civil Discovery Review Units (CDRU) for particular field files. One such request was for a New York 174 file. The reason for the request involved a Bureau applicant who was referenced to serial 285. New York advised that the file had been previously

1 - Mr. Mintz
2 - Mr. Monroe
Attn:
Attn:
1 -
1 -

(CONTINUED - OVER)

66-2319

2 ENCLOSURE

NOT RECORDED
26 JAN 31 1986

53 FEB 13 1986

ORIGINAL FILED IN

FBI/DOJ

forwarded to CDRU I. The title of the file was unknown as was the title of the litigation. Such files are maintained at FBIHQ in relation to the civil litigation wherein discovery was demanded. After considerable searching it was determined that the particular New York 174 file had been returned to New York.

In another incident, a midwestern office was attempting to locate one of its files. The charge-out was merely noted that the file was sent to FBIHQ. Searches were made of Legal Counsel Division and the FOIPA Section together with some units in Criminal Investigative Division. The file could not be located. A number of calls are received requesting copies of documents needed to respond to Freedom of Information Act requests being handled in the Field.

There are various reasons why such files need to be accessed. In some instances, immediate access is necessary and may involve information needed in an ongoing major investigative matter. At the present time, quick retrieval of some files or documents is not always possible. A better charge-out system will permit a more efficient retrieval of the field files while they are temporarily maintained at FBIHQ.

The captioned matter was recently discussed with Records Management Division (RMD) personnel. It was suggested that prior to forwarding any files to FBIHQ, that the charge-out indicate the title of the file being sent and that a reference to the case demanding the file should also be made. [redacted] RMD, suggested that such procedures could best be handled through the development of a special charge-out form designed for this purpose. b6 b7C

In the event this recommendation is approved, CDRU I will assist the Records Research Unit in designing a form and drafting a communication to all offices. If such procedures call for any changes in the Manual of Administrative Operations and Procedures, such will be handled at the same time.

# Memorandum

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Sharp

Date 7/11/85

From : [redacted]

b6
b7C

Subject : RELOCATION SERVICES PROGRAM
PREPARATION OF EMPLOYEE RELOCATION HANDBOOK
TO INCLUDE STATEMENT FROM THE DIRECTOR

PURPOSE: To forward a proposed statement from the Director for approval and signature.

DETAILS: In conjunction with the administration of the Bureau's relocation services program, a handbook was drafted describing the services, benefits and allowances for the use of our employees undergoing domestic transfers. This handbook was approved by [redacted] to Mr. Sharp memo dated 5/31/85 and will include a statement from the Director. It is therefore recommended that the attached proposed statement from the Director be approved for inclusion in the handbook.

RECOMMENDATIONS: 1. That the attached proposed statement from the Director be approved for inclusion in the Employee Relocation Handbook.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

2. After approval and signature, attached statement should be returned to the Voucher and Payroll Section, Room 6888, for inclusion in the printing of captioned handbook.

V-162

66-2344-364

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

Enclosure - Sent 7/23/85

1 - [redacted]
1 -

MAV:clc (3)

3 JHS/mm

53 NOV 27 1985

FBI/DOJ

U.S. Department of Justice

Federal Bureau of Investigation

5-85

*Washington, D.C. 20535*

0 Files

July 17, 1985

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: FILE SERVICE - RECORDS MANAGEMENT DIVISION (RMD)

A description of file service provided by the RMD was distributed during March, 1979. This information is being reiterated for your assistance.

The File Automated Control System (FACS) was implemented by RMD during April, 1979. FACS is an automated file inventory system for FBIHQ files which permits a file requester to be informed as to whether the requested file is available or charged out. In addition, the last three serials in the file are displayed on the FACS video display terminal, which allows the requester to ascertain up-to-date information regarding the file. A computer-generated routing slip/chargeout is produced through FACS, which is used for routing the file to the requester.

PROCEDURES FOR REQUESTING FILES

1. Call extension [redacted] and provide the following information in the sequence listed below since the operator taking your request will be following a fixed format on the FACS video display terminal: b6 b7C

   a. Classification
   b. Case number (to include sub files, if applicable)
   c. Section (if known)
   d. Requester's name
   e. Telelift station number (TL)
   f. Room number
   g. Telephone extension
   h. Subject (if applicable)
   i. Type of service (Regular, Special)

2. If you have more than six file requests, forward them by routing slip to the Filing Subunit, Room 5320, TL 222.

66-2314-

NOT RECORDED
14 AUG 22 1985

ORIGINAL FILED IN

7-17-85
MEMORANDUM TO ALL BUREAU
OFFICIALS AND SUPERVISORS 5-85

DEC 3 1985

FBI/DOJ

GUIDELINES FOR SERVICE

1. Types of Service - RMD will make every effort to provide the service indicated below. This service applies only if the files requested are available at the time of the request. If the frequency of "Special" requests is high, the ability to adhere to the standards indicated below will be degraded. Therefore, it is important for all employees to exercise judgment when requesting "Special" service. "Urgent" service (Pickup) is reserved for Bureau officials at the level of Section Chief or above.

   a. Regular - Request to delivery time - 3 hours
   b. Special - Request to delivery time - 1 1/2 hours
   c. Urgent - The requesting official's office will be called by a Filing Subunit Supervisor and arrangements made for pickup.

2. Transfers - If you are forwarding a file to another individual, rather than returning it to RMD, call extension 3421. If a file is not transferred when it is forwarded to another employee, computer memory will still hold the person to whom the file is charged accountable for the file. This is the single most important function to ensure prompt and efficient service. All employees must take the time to transfer files. Without doing so, a considerable amount of work hours will be lost by requiring locate clerks to locate files which would otherwise not be necessary if they were properly transferred.

3. Returning Files - You should return files as promptly as possible. This will ease locate problems and will allow a smooth, continuous work flow.

4. Recharges - All files must be recharged quarterly on the second Tuesday of April, July, October and January.

5. Locate - To place a file on locate, call extension [redacted] Thereafter, to check the status of a file placed on locate, call one of the following extensions:

b6
b7C

   Classifications 1 - 92, extension
   Classifications 93 - 105, extension
   Classifications 106 - end, extension

Any questions should be directed to the Filing Subunit Supervisor, extension [redacted]

b6
b7C

Your cooperation is appreciated.

William H. Webster
Director

...tion
10-26-84)

87-87
Files

| To: Assistant Director, Administrative Services Division | From: (Suggester's name) | Date 2/23/87 |
|---|---|---|
| | | Division of Assignment EL PASO |

b6
b7C

SUGGESTION

Form(s) be prepared to flag files for National Archives, pending litigation, and FOI/PA. This form(s) could be inserted as top serial in a file, as top serial in appropriate file in a consolidated volume or on top of pertinent serial in a case file or consolidated volume. One form could perhaps be prepared where the appropriate marking, i.e. National Archives, could be checked or circled or separate forms could be prepared for each marking. File fronts, of course, would continue to be stamped. In a consolidated volume, the appropriate file number would be listed under the appropriate stamp on the file front.

SAMPLES ATTACHED

Current practice or rule (Include manual citation as well as facts)

Buairtel 4/17/84 re DESTRUCTION OF RECORDS, NATIONAL ARCHIVES AND RECORDS SERVICE (NARS), APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS, instructed field to remove files from consolidated volumes (con't. Page 2)

Advantages of suggestion and annual savings (include basis for estimate)

This suggestion would further flag files and serials which are not to be destroyed under National Archives, pending litigation or FOI/PA. At time of actual file destruction, it would be an additional safe-guard. It would also eliminate the necessity of having to remove the file from a consolidated volume. Having to remove files from a consolidated volume entails time and also leaves some consolidated volumes pretty thin which defeats the purpose of consolidation. It also leaves pretty thin files standing alone which can get easily lost when placed in the closed section between consolidated volumes.

Disadvantages of suggestion

None known to suggestor.

66-2319-365

(The use by the United States of my suggestion shall not form the basis of a furth... upon the United States. I understand that I will be considered for any justified award only if my sugges...)

MAR 2 1987

☐ Mr. ☒ Mrs. ☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

It is recommended that this suggestion be given favorable considera-tion by the Bureau.

*ENCLOSURE ATTACHED*

Signature and Title RAYMOND P. YELCHAK
Special Agent in Charge

(Do not write in this space - for Bureau use only)

2-ENCLOSURE

Current practice continued:

in stamping files for the National Archives. File fronts are now stamped with the appropriate markings.

Re: Suggestion #87-87 from the El Paso Division

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (LFB:lfb) 3/6/87:

RMD has reviewed attached suggestion #87-87 from the El Paso (EP) Division which proposes that forms (samples attached) be prepared for use as a "top serial" to flag files for National Archives, pending litigation, and FOI/PA in addition to the current method of stamping the file jackets with the applicable retention stamp, i.e "DO NOT DESTROY - HISTORICAL VALUE - NATIONAL ARCHIVES". Suggestor states the forms would further flag files and serials and be an additional safeguard to prevent material from accidental destruction.

RMD is of the opinion that the current practice of stamping the file jackets with the applicable retention stamp is an adequate means of identifying files/serials that are to be excluded from destruction and that the EP proposal would only place additional administrative burdens on field offices.

RECOMMENDATION: That suggestion not be adopted.

APPROVED: Adm. Serve. ____ Laboratory ____
Director ____
Exec. AD-Adm. ____
Exec. AD-Inv. ____
Exec. AD-LES ____

☐ DO NOT DESTROY -
PRESERVE FOR SELECT
COMMITTEE ON ASSASSINATIONS

☒ DO NOT DESTROY -
PENDING LITIGATION

☐ DO NOT DESTROY
UNTIL _____
FOI/PA MATERIAL

☒ X DO NOT DESTROY
HISTORICAL VALUE
NATIONAL ARCHIVES

MAINTAIN AS TOP SERIAL IN
FILE NUMBER _____

MAINTAIN ON TOP OF SERIAL _____
IN FILE NUMBER _____

ENCLOSURE

**DO NOT DESTROY -**
**PENDING LITIGATION**

MAINTAIN AS TOP SERIAL IN
FILE NUMBER_____

MAINTAIN ON TOP OF SERIAL_____
IN FILE NUMBER_____

X DO NOT DESTROY
HISTORICAL VALUE
NATIONAL ARCHIVES

MAINTAIN AS TOP SERIAL IN
FILE NUMBER_____

MAINTAIN ON TOP OF SERIAL_____
IN FILE NUMBER_____

ENCLOSURE

**DO NOT DESTROY**
**UNTIL_____**
**FOI/PA MATERIAL**

MAINTAIN AS TOP SERIAL IN
FILE NUMBER_____

MAINTAIN ON TOP OF SERIAL_____
IN FILE NUMBER_____

ENCLOSURE

March 19, 1987

OUTSIDE SOURCE

PERSONAL

[redacted]

Federal Bureau of Investigation
El Paso, Texas

Files

b6
b7C

Dear [redacted]

Your suggestion that new forms be prepared to flag files for the National Archives, pending litigation, and Freedom of Information and Privacy Acts has been received and I thank you. The Records Management Division (RMD) has reviewed it and they have informed me that they believe the current practice of stamping the file jackets is an adequate means of identifying files and/or serials that are to be excluded from destruction. In view of this, RMD has recommended it not be adopted.

Your contribution to the FBI's Suggestion Program is greatly appreciated and I look forward to any other ideas that you may wish to submit for our consideration.

Sincerely yours,

/s/

Edwin J. Sharp
Assistant Director
Administrative Services Division

V-10

DE-240 66-2319-366

2 - El Paso
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD 3/6/87. Views attached.

LDG (6) Suggestion #87-87

MAR 23 1987

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM ☑ Eqs/dys

**Memorandum**

Exec. AD-Adm. ___
Exec. AD-Inv. ___
Exec. AD-LES ___
Asst. Dir. ___
Adm. Servs ___
Crim. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Off. of Cong. & Public Affs ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

To : Mr. Glover Date 4/30/87

From: Allen H. McCreight

Subject: PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: To place in the MAOP new policy information and instructions concerning color-coded file fronts and backs.

DETAILS:

REASON FOR CHANGE

Currently, file fronts and backs used by FBIHQ, field and Legal Attache offices are prepared on various solid colored card stock and are a sole source non-competitive procurement item. The Records Section, Records Management Division (RMD) and the Printing, Warehousing and Supply Unit, Facilities Management and Security Section, Administrative Services Division, working in concert with the Government Printing Office (GPO) determined that competitive procurement of solid white file fronts (without metal eyelets) and backs with various colored borders will result in a monetary savings to the FBI. The savings cannot be quantified at this time due to the competitive bidding process.

The GPO furnished RMD a limited number of the prototype file fronts and backs for testing and evaluation. The prototype items proved to be very satisfactory and are constructed in a fashion that cause them to be substantially stronger and more durable than the conventional file fronts and backs.

By memorandum C. P. Monroe to Mr. Mintz, 2/27/86, captioned "Use of Color-Coded File Fronts and Backs", the procurement of color-coded file fronts and backs was approved.

MAOP is being revised to incorporate information and instructions regarding the color-coded file fronts and backs.

Enclosure
1 - 66-1855-T
1 - 66-16263
1 - Mr. Glover
1 - Mr. McCreight (Front Office Control Folder)
1 - [redacted]
1 - [redacted]
1 - Manuals Desk
1 - 66-19198 (MAOP)
TBD:lfb
(8)

(CONTINUED - OVER)

b6
b7C

60 JUN 30 1987

Memorandum from Allen H. McCreight to Mr. Glover
Re: Proposed Change in Manual of
Administrative Operations and Procedures (MAOP)

Required contact was made with the Manuals Desk, RMD, for the necessary coordination and assistance prior to the preparation of this memorandum.

CHANGED TEXT

MAOP, Part II, Section 2-4 (1), page 281, delete and insert the following:

FBIHQ, field, Office and Legal Attache file fronts and backs are white with color-coded borders to facilitate sorting, routing and to enhance security. Form 4-596 has a black border and is used for FBIHQ investigative and administrative files. Form 4-596a has a yellow border and is used for FBIHQ non-personnel files stored and maintained in the Personnel Records Subunit. Form FD-245 has a brown border and is used for field office criminal investigative and administrative files. Form FD-245a has a green border and is used for field office informant and asset files. Form FD-245b has a blue border and is used for all Legal Attache office files. Form FD-245c has a red border and is used for field office security investigative files. Form FD-245d is solid white and is used for field office personnel files.

SAC MEMORANDUM

Appropriate memorandum to All Special Agents In Charge has been prepared and is attached.

RECOMMENDATION: That the aforementioned manual change and attached memorandum to All Special Agents in Charge be approved and forwarded to the Manuals Desk, RMD, for appropriate handling.

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

U.S. Department of Justice

Federal Bureau of Investigation

Office of the Director

*Washington, D.C. 20535*

(Typed April 30, 1987)

PERSONAL ATTENTION

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

RE: MANAGEMENT OF FILES - FILE FRONTS AND BACKS

As you are aware, file fronts and backs are currently prepared on various solid colored card stock. FBIHQ has satisfactorily tested and evaluated a less expensive, stronger and more durable file front and back prepared on white card stock with a color-coded border that will identify the various categories of investigative and administrative files. The color-coded border corresponds to the color scheme presently being used in the field and Legal Attache offices. The file fronts contain a succinct statement indicating the category of material to be filed in each and are numbered as follows:

Form FD-245 - White file front and back, brown border, for field office criminal investigative and administrative files.

Form FD-245a - White file front and back, green border, for field office informant and asset files.

Form FD-245b - White file front and back, blue border, for all Legal Attache office files.

Form FD-245c - White file front and back, red border, for field office security investigative files.

Form FD-245d - White file front and back, no border, for field office personnel files.

66-2319-367

Bicentennial of the United States Constitution (1787-1987)

ENCLOSURE

Memorandum to All Special Agents in Charge
Re: Management of Files - File Fronts and Backs

Form 4-596 - White file front and back, black border, all FBIHQ investigative and administrative files.

Form 4-596a - White file front and back, yellow border, for non-personnel files stored and maintained in the Personnel Records Subunit, FBIHQ.

The new file fronts and backs are being placed in stock at FBIHQ. Upon depletion of the supply of conventional solid color file fronts and backs in stock, future requests for these items will be filled with the aforementioned color-coded forms.

Appropriate manual changes are forthcoming.

John E. Otto
Acting Director

Employee Suggestion
FD-252 (Rev. 9-11-59)

176-87

Date: 4/21/87

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: Milwaukee

b6
b7C

SUGGESTION

FCI, Informant and Personnel files are color-coded mainly for security due to the nature of their contents. It is suggested this procedure be expanded to color-code files by program, such as dark blue for Organized Crime, yellow for White Collar Crime, light blue for reactive squad classifications (General Property Crimes, General Government Crimes, Personal Crimes, Fugitives), pink for Administrative files, etc., etc.

Current practice or rule (Include manual citation as well as facts)

Only FCI, Informant and Personnel files are color-coded. All other files are the basic brown.

Advantages of suggestion and annual savings (include basis for estimate)

Such a procedure would expedite routing and practically eliminate misfiles. Considerable time and effort could be saved, particularly in the large offices where hundreds of files are continuously in routing. Since the majority of files are brown, searches for lost files consists of a canvass of thousands of these brown files. Color-coding would sharply reduce and should eliminate the search for lost or misfiles.

Disadvantages of suggestion

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for a cash award if my suggestion is adopted within two years after submission.)

☐ Mr. ☐ Mrs. ☒ Miss [redacted] File Supervisor

Signature of Suggester

Recommendations and comments of Division Head: This suggestion appears to be a logical one, although I do note that a very few classification numbers fall into different programs, depending upon alpha designator, such as 31, 145, and 194 matters. This negates some of the advantages cited by suggestion. I do recommend ~~however that Records Management Division carefully consider the merits~~ of this suggestion.

Signature and Title

(Do not write in this space - for Bureau use only)

JUN 2 1987

3- Bureau
2- Milwaukee (1-PF [redacted] (1-66-1586)
/mjl

FBI/DOJ

Re: Suggestion #176-87 from the Milwaukee Division

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (LFB:lfb) 6/9/87:

RMD has reviewed attached suggestion #176-87 concerning the expansion of color-coded files by program, i.e. Organized Crime, White Collar Crime, etc.

RMD notes that file fronts and backs currently used by FBIHQ, field and Legal Attache offices are color-coded using brown, green, blue, red, white, black and yellow for specific classifications to facilitate sorting, routing and enhance security. RMD is of the opinion that to color code file jackets according to program, not classification, is not cost effective and there are not sufficient classifications within a program to warrant a separate breakdown.

RECOMMENDATION: That suggestion not be adopted.

APPROVED:

Director
Exec AD-Adm.
Exec. AD-Inv
Exec. AD-LES

Adm Servs.
Crim Inv.
Legal Coun.
Off of Cong. & Public Affs.
Off of Leg. & Intl Affs.
Rec Mgmt
Tech Servs.
Training

June 22, 1987

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Milwaukee, Wisconsin

File.

Dear [redacted]

We have received your suggestion that files be color-coded by program and the Records Management Division (RMD) was afforded the opportunity to evaluate it. File fronts and backs currently used throughout the Bureau are color-coded using brown, green, blue, red, white, black and yellow for specific classifications in order to facilitate sorting and routing as well as to enhance security. RMD is of the opinion that there are not sufficient classifications within the different programs to warrant a separate breakdown and they have therefore recommended that this proposal not be adopted.

Although a more favorable response could not be offered in this instance, I am very pleased that you took the time to present your idea for the consideration of our Suggestion Program. Should you have any further ideas, they will, of course, be more than welcome.

Sincerely yours,

APPROVED:

| | | | |
|---|---|---|---|
| | Adm. Servs. | | Off. of Cong. & Public Affs. |
| | Crim. Inv. | | |
| | Ident. | | Off of Lia. & Intl Affs. |
| Director | Inspection | | Rec. Mgmt. |
| Exec AD-Adm. | Intell. | | Tech. Servs. |
| Exec AD-Inv. | Laboratory | | Training |
| Exec AD-LES | Legal Coun. | | |

Edwin J. Sharp
Assistant Director
Administrative Services Division

JUN 23 1987

2 - Milwaukee
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of [redacted] - Enclosure

44-2311-369

17 JUN 25 1987

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD 6/9/87. Views attached.

DJS:ldg (6) Suggestion #176-87

Exec AD Adm. ___
Exec AD Inv. FBI
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgmt. ___
Tech. Servs. ___
Training ___
Off. Liaison & Int. Affs. ___
Telephone Rm. ___
Director's Sec'y ___

JUL 14 1987

MAIL ROOM ☑ Eqs/djs

6856

Suggestion
(Rev. 9-11-59)

135-87

Date
1/7/87

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
RECORDS MANAGEMENT

b6
b7C

SUGGESTION

A form be made for requesting files from the Filing Subunit, Records Section, Records Management Division.

O Files

Form O-102

Current practice or rule (Include manual citation as well as facts)

When requesting files, file numbers are now being written on any available sheet of paper with sizes ranging from 3x5 to legal size paper.

Advantages of suggestion and annual savings (include basis for estimate)

Requests for files would be received in a uniform format. All needed information would be present. This would enable the VDT operators to process the requests more efficiently.

One GS 5/6, annual salary of $16,790, processing these requests each day, even a 10% increase in efficiency would save over $1,679 per year.

Disadvantages of suggestion

None apparent.

V-56
DE-182

66-2219-370

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered [illegible] is adopted within two years after submission.)

☐ Mr. ☑ Mrs. ☐ Miss

Recommendations and comments of Division Head

See attached page.

Allen A. McCreight /s/
Signature and Title

(Do not write in this space - for Bureau use only)

108 JAN 07 1988

FBI/DOJ

A review of the suggestion of the employee has been conducted by supervisory personnel in the Records Management Division. The suggestion has merit and is being implemented.

~~#892~~ (4-24-87)
O-102

PROPOSED FORM

DATE _____

FILE REQUEST FORM
Board

☐ REGULAR

☐ SPECIAL

| REQUESTOR | TELELIFT | ROOM | EXTENSION |
|---|---|---|---|
| | | | |

| FILE NUMBER | SUBJECT |
|---|---|
| Mail boxes | |

0-102 (4-24-87)

PRINTED FORM file with suggestion 4/24/87 gps

## File Request Form

Date _____

☐ Regular
☐ Special

| | | | |
|---|---|---|---|
| Requestor | Telelift | Room | Extension |
| | | | |
| File Number | | | Subject |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

FBI/DOJ

# Memorandum

Exec AD Inv. ___
Exec AD Adm. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Insp. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Public Affs. Off. ___
Telephone Rm. ___
Director's Secy ___

To : Mr. Mintz

Date 2/27/86

From : C. P. Monroe

Subject : USE OF COLOR-CODED
FILE FRONTS AND BACKS

b6
b7C

Re [redacted] to Mr. Monroe memorandum, 6/27/85, captioned "Utilization of New Color-Coding Design for File Fronts and Standardized File Backs," (copy attached).

PURPOSE: To propose that white file fronts (without metal eyelets) and backs with various color-coded borders be procured and placed in stock at FBIHQ for issue to the field offices, Legal Attache offices and FBIHQ contingents. (See sample of prototype attached.)

RECOMMENDATIONS: 1. That white file fronts (without metal eyelets) and backs with color-coded borders as described below be approved for use by all field offices, Legal Attache offices and FBIHQ contingents. If approved, form numbers will be assigned as indicated.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Off. of Cong. & Public Affs. ___
Exec. AD-Adm. ___ Ident. ___ Rec. Mgnt. ___
Exec. AD-Inv. ___ Inspection ___ Tech. Servs. ___
Exec. AD-LES ___ Intell. ___ Training ___

66-2379

2. If recommendation number one is approved, recommend that the Property Procurement and Management Section, Administrative Services Division (ASD), arrange to procure and place in stock at FBIHQ aforementioned file fronts and backs.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Off. of Cong. & Public Affs. ___
Exec. AD-Adm. ___ Ident. ___ Rec. Mgnt. ___
Exec. AD-Inv. ___ Inspection ___ Tech. Servs. ___
Exec. AD-LES ___ Intell. ___ Training ___

MAY 11 1987

MAY 1 1987

5 ENCLOSURE

3. Upon approval of recommendations one and two, recommend that the Records Management Division (RMD) prepare an appropriate communication to all field offices, Legal Attache offices and all Bureau Officials and Supervisors advising of the new color coded file fronts and backs which are to be placed in use upon depletion of the existing supply of the conventional file fronts and backs.

APPROVED: Adm. Servs. ___ Laboratory ___
Crim. Inv. ___ Legal Coun. ___
Director ___ Off. of Cong. & Public Affs. ___
Exec. AD-Adm. ___ Ident. ___ Rec. Mgnt. ___
Exec. AD-Inv. ___ Inspection ___ Tech. Servs. ___
Training ___

Enclosures
1 - Mr. Mintz
1 - Mr. Sharp
1 - Mr. Monroe
1 - [redacted]
TBD:cgz (9)

1
1
1
1

[redacted]

[redacted]

ORIGINAL FILED IN 66-11393 & Encl.

Memorandum from C. P. Monroe to Mr. Mintz
Re: Use of Color-Coded
File Fronts and Backs

DETAILS: Currently, file fronts and backs used by FBIHQ, field offices, and Legal Attache offices are prepared on various solid colored card stock with metal eyelets, and are a sole source non-competitive procurement item. The Records Section, RMD, and the Printing, Warehousing and Supply Unit, Facilities Management and Security Section, Administrative Services Division, working in concert with the Government Printing Office (GPO), determined that competitive procurement of a solid white file front (without metal eyelets) and backs with various colored borders will result in a monetary savings to the FBI. However, the savings can not be quantified at this time due to the competitive bidding process.

In August, 1985, the GPO furnished RMD a limited number of the prototype file fronts and backs for testing and evaluation. The prototype items have proven to be very satisfactory and are constructed in a fashion that causes them to be substantially stronger and more durable than the conventional file fronts and backs.

In view of the success with the prototype file fronts and backs and the savings that will be realized from the competitive procurement process, RMD proposes that the white color-coded file fronts (without metal eyelets) and backs be procured and placed in FBIHQ stock for distribution and use by the field offices, Legal Attache offices and FBIHQ contingents upon depletion of the existing supply of the conventional file fronts and backs. If approved, proposed file fronts and backs will be color-coded and assigned form numbers as indicated below:

- White file front and back with black border - FBIHQ Investigative and Administrative files, Form 4-596.
- White file front and back, yellow border - FBIHQ non-personnel files stored and maintained in the Personnel Records Subunit, Form 4-596a.
- White file front and back, brown border - Field office Criminal Investigative and Administrative files, Form FD-245.
- White file front and back, red border - Field office security investigative files, Form FD-245c.
- White file front and back, green border - Field office Informant and Asset files, Form FD-245a.
- White file front and back, no border - Field office personnel files - Form FD-245d.
- White file front and back, blue border - all Legal Attache office files, Form FD-245b.

PERSONAL ATTENTION
MEMORANDUM 16-87

U.S. Department of Justice

Federal Bureau of Investigation

*Washington, D.C. 20535*

June 9, 1987

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

RE: MANAGEMENT OF FILES - FILE FRONTS AND BACKS

Files

As you are aware, file fronts and backs are currently prepared on various solid colored card stock. FBIHQ has satisfactorily tested and evaluated a less expensive, stronger and more durable file front and back prepared on white card stock with a color-coded border that will identify the various categories of investigative and administrative files. The color-coded border corresponds to the color scheme presently being used in the field and Legal Attache offices. The file fronts contain a succinct statement indicating the category of material to be filed in each and are numbered as follows:

Form FD-245 - White file front and back, brown border, for field office criminal investigative and administrative files.

Form FD-245a - White file front and back, green border, for field office informant and asset files.

Form FD-245b - White file front and back, blue border, for all Legal Attache office files.

Form FD-245c - White file front and back, red border, for field office security investigative files.

Form FD-245d - White file front and back, no border, for field office personnel files.

ORIGINAL FILED IN

66-2319-

NOT RECORDED
JUN 16 1987

JUN 15 1987

Form 4-596 - White file front and back, black border, all FBIHQ investigative and administrative files.

Form 4-596a - White file front and back, yellow border, for non-personnel files stored and maintained in the Personnel Records Subunit, FBIHQ.

The new file fronts and backs are being placed in stock at FBIHQ. Upon depletion of the supply of conventional solid color file fronts and backs in stock, future requests for these items will be filled with the aforementioned color-coded forms.

Appropriate manual changes are forthcoming.

John E. Otto
Acting Director

April 24, 1987

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Washington, D. C.

Dear [redacted]

I am pleased to inform you that your suggestion of a standard file request form has been approved and the necessary steps are already being taken to implement it. The operations of the Filing Subunit, Records Section, Records Management Division, will undoubtedly benefit through the use of this form and you are to be commended for bringing your proposal to our attention.

Should you have any other recommendations that you believe could be of interest to either your division or the FBI as a whole, please be assured that they will be given every consideration and would be more than welcome.

Sincerely yours,

[redacted]

Edwin J. Sharp
Assistant Director
Administrative Services Division

APPROVED:
Director
Exec. AD-Adm.
Exec. AD-Inv.
Exec. AD-LES

Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Off. of Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training

MAILED
APR 24 1987
FBI

DE-182
66-2319-391

1 - Mr. McCreight (Personal Attention)
No monetary recognition is being granted [redacted] inasmuch as there will be only an increase in efficiency, rather than a true cost savings resulting. Please advise the Suggestion Desk when this suggestion has been implemented.

1 - Forms and Reports Management Desk, RMD - Enclosure - For Action
Attention: [redacted] Room 4901.

1 - Personnel file of [redacted] - Enclosure

NOTE: Suggestion set forth in letter to suggester and FD-252 dated 1/7/87 with attached RMD addendum advising suggestion has been approved and is being implemented. Therefore, upon approval, suggester being advised that suggestion has been approved. Views attached.

DJS:ldg (6) Suggestion #135-87

Exec AD Adm.
Exec AD Inv.
Exec AD LES
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Off. Cong. & Public Affs.
Rec. Mgnt.
Tech. Servs.
Training
Off. Liaison & Int. Affs.
Telephone Rm.
Director's Sec'y

MAIL ROOM

[redacted] Employee Suggestion
FD-252 (Rev. 9-11-59)

#136-88

Date: 5/10/88

To: Director, FBI

From: (Suggester's name) [redacted]

Division of Assignment: SAVANNAH

b6
b7C

SUGGESTION

Redesign the file folder similar to attached so that on the front of the jacket of Volume 1 and all subsequent volumes the file numbers for the 00, Bufile and all auxiliary offices are conspicuously posted.

Current practice or rule (Include manual citation as well as facts)

Only F.O. and Bufile appear on jacket and there is no easy method to locate file numbers of auxiliary offices particularly where complex multi-volume files are concerned.

Advantages of suggestion and annual savings (include basis for estimate)

There is no way to estimate the time spent annually by Agent and clerical personnel in examining F.O. files in efforts to locate the file numbers for auxiliary offices when preparing outgoing communications. This is particularly wasteful of employee time when the case encompasses several volumes or in instances in which the case Agent is assigned to a Resident Agency and does not have ready access to the case file when attempting to dictate teletypes.

Disadvantages of suggestion

A large supply of "old style" jackets remain in inventory and a decision as to the disposition of those, plus the expense involved in the production of the newly proposed jacket may not prove cost effective. The use of a rubber ink stamp to provide space for information suggested until old supplies are exhausted would alleviate the expense involved in printing new jackets.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered [illegible] ion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester: Special Agent

Recommendations and comments of Division Head

This suggestion has merit and should be considered for adoption.

66-2319-372

1 ENC. BEHIND FILE

Signature and Title: WILLIAM J. CLANCY, JR., Acting SAC

(Do not write in this space - for Bureau use only)

390

Re: Suggestion #136-88 from the Savannah Division

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD) (LFB:lfb) 5/17/88:

RMD has reviewed attached suggestion #136-88 from the Savannah Office proposing that Form FD-245 (File Front) be redesigned (sample attached) to record auxiliary office file numbers on it.

Current policy as set out in MAOP, Part II, Section 2-4.3(6), page 286, allows field offices to record auxiliary office file numbers on the inside of the file front. Each investigative employee should organize and manage the recording of auxiliary office file numbers in a manner that best suits his/her individual style.

In addition, the Universal Case File Number concept in which each case file in the Bureau will be referred to by the same number in all offices regardless of whether that office is the Office of Origin or Auxiliary Office will be tested in select field offices in the near future with Bureau-wide implementation anticipated to begin January, 1989.

RECOMMENDATION: That the suggestion not be adopted inasmuch as current policy provides an adequate means of recording auxiliary office file numbers.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Servs. | Off. of Cong. & Public Affs. |
| Exec. AD-Adm. | Crim. Inv. | Off. of Lia. & Intl. Affs. |
| Exec. AD-Inv. | Ident. | Rec. Mgmt. |
| Exec. AD-LES | Inspection | Tech. Servs. |
| | Intell. | Training |
| | Laboratory | |
| | Legal Coun. | |

# Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone ____
Director's ____

b6
b7C

To : Mr. McCreight

Date 9/15/87

From : [redacted]

Subject : FILE SERVICE
RECORDS MANAGEMENT DIVISION (RMD)

PURPOSE: To recommend that all RMD file users be reminded of certain essential file procedures on a regular basis.

RECOMMENDATION: That RMD officials and managers utilize routine conferences on a quarterly basis to remind employees of essential file procedures.

APPROVED:

| | | |
|---|---|---|
| Director | Adm. Servs. | Off. of Cong. & Public Affs. |
| Exec. AD-Adm. | Crim. Inv. | Off of Lia. & Intl. Affs. |
| Exec. AD-Inv. | Ident. | Rec. Mgmt. |
| Exec. AD-LES | Inspection | Tech Servs. |
| | Intell. | Training |
| | Laboratory | |
| | Legal Coun. | |

DETAILS: File request surveys by RMD and the Inspection Staff have consistently disclosed that the majority of files requested are used in RMD, particularly by Freedom of Information - Privacy Acts Section and Operations Section.

Since RMD entities generally require files for extended periods and often move files from one unit to another, it is vital that RMD employees meticulously follow all prescribed file procedures especially with regard to the transfer and recharge of files.

Enclosure / ENCLOSURE
/ ENCLOSURE

66-2319
66-18090
1 - Mr. McCreight
1 - Mr. Tierney
1 - Mr. Christensen
1 - [redacted]
1 - Mr. Stoops
1 - [redacted]
1 - [redacted] Room 4282

DJC:kdg (11)

15 OCT 6 1987

66-2319
NOT RECORDED
FEB 23 1988

(CONTINUED-OVER)

FBI/DOJ

Memorandum from [redacted] to Mr. McCreight

b6
b7C

Re: File Service
Records Management Division (RMD)

The File Automated Control System (FACS) can only work if it receives accurate data from the file user. A recent unfortunate occurrence involved an urgent file request from an Executive Assistant Director. The file he required had been sent to an RMD employee who failed to properly transfer the file to another user. Ensuing difficulties in locating the file prevented RMD from providing the expedient service required.

In order to assist RMD officials in enforcing established procedures, the Filing Subunit will provide documentation of any future deviations for Section Chief review and appropriate corrective action.

The attached memorandum is furnished to assist in reminding RMD File users of the importance of following prescribed procedures thereby facilitating file service to all.

U.S. Department of Justice

Federal Bureau of Investigation

*Washington, D.C. 20535*

September 16, 1987

MEMORANDUM TO ALL BUREAU OFFICIALS, SUPERVISORS AND FILE USERS

RE: FILE SERVICE - RECORDS MANAGEMENT DIVISON (RMD)

The File Automated Control System (FACS) is an automated file inventory system for FBIHQ files which provides locate information. It can show whether the file is in RMD storage or to whom it is charged out. In addition, the last three serials in the file are displayed on the FACS video display terminal, which allows the requester to ascertain up-to-date information regarding the file. FACS CAN ONLY BE EFFECTIVE IF FILE USERS KEEP IT INFORMED REGARDING FILE TRANSFERS.

1. PROCEDURE FOR FILE REQUESTS

1. Call extension [redacted] Provide the following information in sequence since the operator taking the request will be following a fixed format on the FACs video display terminal:

b6
b7C

a. Classification
b. Case number (to include sub files, if applicable)
c. Section (if known)
d. Requester's name
e. Telelift station number (TL)
f. Room number
g. Telephone extension
h. Subject (if applicable)
i. Type of service (Regular, Special)

2. Forward requests for more than six files by routing slip to the Filing Subunit, Room 5320, TL 222.

2. PROCEDURE FOR FILE TRANSFERS

Call extension [redacted] Provide data in a. through g. above for transferee, or new requester. ACCURATE DATA IS ESSENTIAL to permit efficient file locates for future requesters who may have emergency needs. Common sense dictates that FACs will fail to achieve its purpose unless it receives file user support.

66-2319
ENCLOSURE

3. PROCEDURE FOR FILE LOCATES

b6
b7C

Call extension [redacted] to place a file on locate. Provide data in a. through g. above. Thereafter call one of the following extensions to check the status:

Classifications 1 - 92, extension [redacted]
Classifications 93 - 105, extension
Classifications 106 - end, extension

4. FILE RECHARGES

If retained by the requester (or transferee), all files must be recharged quarterly on the second Tuesday of January, April, July, and October.

5. FILE RETURNS

Files should be returned to RMD as soon as possible. Prompt file returns will ensure timely availability to future requesters.

6. GUIDELINES FOR SERVICE

RMD will make every effort to provide the service indicated below if the file requested is in RMD storage at the time of request. If "Special" requests are overused, or used unnecessarily, RMD will be thwarted in achieving its service goals. Therefore, it is important for all requesters to exercise good judgment when requesting "Special" service. "Urgent" service (Pickup) is reserved for Bureau officials at the level of Section Chief or above.

a. Regular - Request to delivery time - 3 hours
b. Special - Request to delivery time - 1 1/2 hours
c. Urgent - The requesting official's office will be called by a Filing Subunit Supervisor and arrangements made for pickup as soon as possible.

Division Heads are requested to ensure dissemination to all file users.

# Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. Glover

Date 9/16/87

From Allen H. McCreight

Subject : FILE SERVICE AND REQUEST PROCEDURES
RECORDS MANAGEMENT DIVISION (RMD)

PURPOSE: To recommend the attached memorandum be sent to all Bureau officials, supervisors, and file users.

RECOMMENDATION: That the attached memorandum be approved and distributed.

APPROVED:

| | | | |
|---|---|---|---|
| Director | Adm. Servs. | Off. of Cong. & Public Affs. | |
| Exec. AD-Adm. | Crim. Inv. | Off of Lia. & Intl. Affs. | |
| Exec. AD-Inv. | Ident. | Rec. Mgmt. | |
| Exec. AD-LES | Inspection | Tech Servs. | |
| | Intell. | Training | |
| | Laboratory | | |
| | Legal Coun. | | |

DETAILS: Recent occurrences have demonstrated the need to reiterate certain file procedures for the benefit of all FBIHQ file users. These procedures have not been reviewed since a memorandum of 7/17/85. In view of FBIHQ personnel turnover in recent years, it is now appropriate to remind file users of procedures deemed essential for effective, efficient file service by RMD. Of particular importance is the necessity to ensure all file users are reminded of the absolute need to properly transfer files. Failure to properly transfer a file vitiates the purpose of the File Automated Control System and severly impairs RMD file service efforts to the subsequent detriment of file requesters.

The attached memorandum has been prepared to remind all FBIHQ file users of established, essential procedures.

Enclosure

66-2319
66-18090
1 - Mr. Glover
1 - Mr. McCreight
1 - [redacted]
1 - [redacted] Room 4282
1 -

DJC:kdg (8)

1 - ENCLOSURE

1 - ENCLOSURE

ORIGINAL FILED IN 66-18853-1-1530

66-2319

NOT RECORDED
JAN 29 1987
53

OCT 9 1987

b6
b7C

FBI/DOJ

3. PROCEDURE FOR FILE LOCATES

b6
b7C

Call extension [redacted] to place a file on locate. Provide data in a. through g. above. Thereafter call one of the following extensions to check the status:

Classifications 1 - 92, extension
Classifications 93 - 105, extension
Classifications 106 - end, extension

4. FILE RECHARGES

If retained by the requester (or transferee), all files must be recharged quarterly on the second Tuesday of January, April, July, and October.

5. FILE RETURNS

Files should be returned to RMD as soon as possible. Prompt file returns will ensure timely availability to future requesters.

6. GUIDELINES FOR SERVICE

RMD will make every effort to provide the service indicated below if the file requested is in RMD storage at the time of request. If "Special" requests are overused, or used unnecessarily, RMD will be thwarted in achieving its service goals. Therefore, it is important for all requesters to exercise good judgment when requesting "Special" service. "Urgent" service (Pickup) is reserved for Bureau officials at the level of Section Chief or above.

a. Regular - Request to delivery time - 3 hours
b. Special - Request to delivery time - 1 1/2 hours
c. Urgent - The requesting official's office will be called by a Filing Subunit Supervisor and arrangements made for pickup as soon as possible.

Division Heads are requested to ensure dissemination to all file users.

Signed

John E. Otto
Acting Director

May 23, 1988

PERSONAL

b6
b7C

[redacted]
Federal Bureau of Investigation
Savannah, Georgia

Files

Dear [redacted]

Your suggestion to redesign Form FD-245 to record auxiliary office file numbers on it has been thoroughly reviewed by the appropriate personnel at FBI Headquarters. It may interest you to know that current policy allows field offices to record auxiliary office file numbers on the inside of the file front. Furthermore, other procedures are being tested to ensure continued efficiency in this matter. As current policy provides an adequate means of recording auxiliary office file numbers, no further action is being taken on your idea.

The interest demonstrated by you in the FBI's Suggestion Program is appreciated. I encourage you to continue to share any further ideas that you may have.

Sincerely yours,

DE-219 66-2317-373

Edwin J. Sharp
Assistant Director
Administrative Services Division

2 - Savannah
1 - Suggestion file
1 - Field office file
1 - Personnel file of [redacted] - Enclosures (3)
NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addendum of RMD dated 5/17/88. Views attached.

JAT:smh (6) Suggestion #136-88

[redacted]
Rm 6856

MAY 23 1988

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____
MAIL ROOM ☑

53 JUN 28 1988 370
ESS/SAT

**Employee Suggestion**
FD-252 (Rev. 10-26-84)

#182-88

| Date |
|---|
| 7/13/88 |

| To: Assistant Director, Administrative Services Division | From: (Suggester's name) | Division of Assignment |
|---|---|---|
| | SSA [redacted] | ASU/ASD |

b6
b7C

SUGGESTION

To purchase and use improved, multi-section file jackets for all newly-hired FBI employees. Existing file jackets in use would be attritioned out as employees resign or retire. (1) Files

The proposed jackets would consist of 5 sections as opposed to the present 2 (inside of left and right sides). Suggested format for the proposed sections are: I. Permanent Brief Section (applications, photos, questionnaires, salary data, etc.). II. Performance Section (PARs, Performance Plans, ratings). III. Health Section (physicals, lab data, Workman's Comp claims, waivers, etc.). IV. Commendations and Disciplinary data, and V. Miscellaneous Personnel Documents (SF-50's, BUAP background checks, transfer letters, acknowledgments, retirement elections, etc.).

SSP
[illegible]
[illegible]
SER
REC

Current practice or rule (include manual citation as well as facts)

Currently, above personnel documents are randomly put, in rough chronological order, into one or two file sections, without any specific order or logical sequence.

Advantages of suggestion and annual savings (include basis for estimate)

1. Faster retrieval of desired data/information.
2. More logical organization of documents.
3. Standardized filing process and document location in all files.
4. Would greatly enhance time savings and accuracy of any future automation effort directed at Bureau personnel files. Time savings would accrue during manual loading process (from documents onto magnetic media) due to less time spent segregating similar documents for loading.
5. Would hasten management time spent reviewing these files for promotional and other purposes. Specifically, would aid Career Board deliberations by reducing time spent reviewing candidate files for relevant information (PARs, Commendations, etc.).

Disadvantages of suggestion

1. Suggested 5- or 6-sectional file jackets would have a slightly higher unit cost than present 2-section green ones.
2. Would require slightly longer time to evaluate and categorize personnel documents by RMD personnel prior to inserting into employee's personnel files.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is a

☒ Mr. ☐ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester
Supervisory Special Agent

Recommendations and comments of Division Head

This suggestion should be given serious consideration

66-2317-374

David Rault Personnel Officer

Signature and Title

(Do not write in this space - for Bureau use only)

[redacted]

FBI/DOJ

5

14 SEP 16 1988

3/mdl

Suggestion from SA [redacted] to Assistant Director, Administrative Services Division, Dated 7/13/88 b6 b7C

ADDENDUM: RECORDS MANAGEMENT DIVISION (RMD), 8/1/88, JWD:jlh

RMD appreciates the suggestion offered by Administrative Summary Unit, Administrative Services Division, regarding the adoption of a multisection Official Personnel File (OPF) folder. RMD does not however, concur with the suggestion.

RMD is cogizant of the difficulty in locating a particular serial in many instances as the file folders are currently configured. A number of years ago, the suggestion of a three sided folder was adopted and implemented which created a great deal of confusion to those not indoctrinated in how to retrieve mail. As a consequence, RMD has reverted back to utilizing only a two sided file folder with recorded and non-recorded mail therein.

Some of the additional disadvantages noted are: 1) the extra cost to produce this type folder, 2) experience has determined great difficulty exists in properly processing of mail designated for the personnel files without having to add the complication of what section of a multisection file the particular piece of mail would be filed in, 3) the increased bulkiness of the file folder in multisection would exacerbate an already over crowded storage space, both for in-service and out-of-service personnel files, 4) the more bulky, unwieldy files would become torn and unmanageable due to the stress placed upon the individual sections, 5) the friction and wear of having multi fastners (Acco type) in the file would result in damaged documents, and 6) the number of misfiles would increase proportionately to the number of sections utilized in an individual folder.

Since 11/86, the medical records on all employees have been maintained in separate medical folders. Also, depending upon the seriousness of an employee's misconduct, a separate file is opened by the Office of Professional Responsibility, Inspection Division to store documentation of investigation conducted. This, along with the aforementioned medical folders, would negate a need for a section to maintain these types of administrative material.

In summary, the disadvantages of the multisection OPF folder greatly outweigh any positive benefits which would accrue should the suggestion be adopted.

APPROVED: [illegible]

Director [illegible]

Rev. 5/25/88 FEDERAL BUREAU OF INVESTIGATION

7/19 1988

b6
b7C

__Director #214
__Exec. AD - ADM. #235
__Exec. AD - INV. #235
__Exec. AD - LES. #235

ASST. DIR.:
__Adm. Serv. #234
__Cong. & Public Aff. #245
__Crim. Inv. #233
__Ident. #341
__Inspection #213
__Intell. #232
__Laboratory #241
__Legal Counsel #245
__Rec. Mgmt. #211
__Tech. Servs. #213
__Training #152

__See Me __Call Me
__For Your Information
__For Appropriate Action
__Note and Return
__Please Initial
__Record and Return
__Per Your Request

__Mail Room 1B327 #152
__Persl. Records #135
__Reading Room 6248 #244
__Records Br. #111
__Scheduling Sub. Rm. 1270
__Teletype Unit Rm. 6247

✓ M [redacted] Room 6856 TL 212

PPMU does not have anything to do with how mail is placed in the files. Records Management should comment on this.

over →

[redacted] /dmd

Edwin O. Sharp
Administrative Services Division

FBI/DOJ

The Pay And Staffing Teams (who review files) see no benefit one way or another.

August 12, 1988

[redacted]

Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear [redacted]

The evaluation of your suggestion to purchase and use improved, multisection file jackets for all newly hired FBI employees has been completed. After careful consideration by the Records Management Division (RMD), it was determined that your suggestion should not be adopted, and several reasons were given. RMD is cognizant of the difficulty in locating a particular serial, and a 3-sided folder was used a number of years ago. However, this created a great deal of confusion in the retrieval of mail, and as a result, RMD reverted to the 2-sided file folder. Additionally, RMD noted the extra cost factor. Also, a greater difficulty exists in determining what section of a multisection personnel file the particular piece of mail would be filed as well as the increased bulkiness, both for in-service and out-of-service personnel files, with the possibility of them becoming torn and unmanageable. Since it is believed the disadvantages greatly outweigh any positive benefits, your suggestion will not be implemented.

Although your proposal will not be adopted, I appreciate the time and effort you expended to submit your idea for our review. I look forward to any further contributions you might wish to make to benefit Bureau operations.

Sincerely,

66-[redacted]-375

Edwin J. Sharp
Assistant Director
Administrative Services Division

MAILED 6
AUG 15 1988

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. 1
Crim. Inv. 1
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Off. Liaison & Int. Affs. ____
Telephone Rm. ____
Director's Sec'y ____

1 - Mr. Sharp (For Your Information)
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester with addendum of RMD dated 8/1/88. Views attached.
MCH:haz (5) Suggestion #182-88

- AUG 17 1988

[redacted]
66-168536

MAIL ROOM
SEP 26 1988

**Employee Suggestion**
FD-252 (Rev. 10-26-84)

#84-89

Date
2/23/89

To: Assistant Director, Administrative Services Division

From: (Suggester's name) [redacted]

Division of Assignment
Jackson

b6
b7C

SUGGESTION

0731s

SEP
CLASS 1
SRC'D 4
SER
REC

1. That a microcomputer database checklist be maintained in a numbered subfile for each investigative/administrative file wherein a computer database has been created. (Copy attached).

2. That each investigative/administrative file cover contain an easily recognizable stamped notation reflecting that a computer database is contained in this file.

Current practice or rule (Include manual citation as well as facts)

None

Advantages of suggestion and annual savings-(include basis for estimate)

There are no annual savings to be derived from these suggestions; however, it is felt that these suggestions, if adopted, will afford greater control and retrievability of information relative to databases and will help to ensure compliance of microcomputer policies and guidelines.

Disadvantages of suggestion

None

66-2317-396

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopte[d]

[redacted]

Signature and Title of Suggester

☐ Mr. ☒ Mrs. ☐ Miss

FEB 23 1989
4-11

Recommendations and comments of Division Head

While no actual savings is involved, this suggestion has merit in that it will make a more efficient operation. The notation on the front of the file would be a reminder to agent(s) that a data base exists, the check list would be a ready reference to ensure full compliance with microcomputer policy. Would also assist in processing FOIPA requests.

Signature and Title

Wayne R. Taylor SAC

(Do not write in this space - for Bureau use only)

SEE RMD ADDENDUM P. 2

FBI/DOJ

CHECKLIST FOR MICROCOMPUTER DATABASE

This checklist is to be completed by Case Agent/Supervisor of Database and maintained in a numbered subfile to investigative case or administrative file where database resides.

| | Location/Serial | Initial |
|---|---|---|
| 1. Complete memo requesting approval for database creation. | _____ | _____ |
| 2. Circle type of equipment on which database contained: (Leased, Purchased, Forfeited, Personally Owned (requires FBIHQ approval) | | _____ |
| 3. Ensure Freedom of Information/Privacy Act criteria met. | _____ | _____ |
| 4. Ensure all equipment, printouts, hard disks, floppy disks, etc., are appropriately classified and secured. | | _____ |
| 5. Ensure file cover stamped. | | _____ |
| 6. Circle applicable usage/activity: Investigative, Administrative, Pen Register, Other _____/(Daily, Weekly, Monthly, Other _____) | | _____ |
| 7. Ensure complete and adequate backups of database done frequently. | | _____ |
| 8. Disposition of database: Destroyed _____ Bulky Exhibit _____ | _____ | _____ |

CHECKLIST FOR MICROCOMPUTER DATABASE

This checklist is to be completed by Case Agent/Supervisor of Database and maintained in a numbered subfile to investigative case or administrative file where database resides.

| | Location/Serial | Initial |
|---|---|---|
| 1. Complete memo requesting approval for database creation. | _____ | _____ |
| 2. Circle type of equipment on which database contained: (Leased, Purchased, Forfeited, Personally Owned (requires FBIHQ approval) | | _____ |
| 3. Ensure Freedom of Information/Privacy Act criteria met. | _____ | _____ |
| 4. Ensure all equipment, printouts, hard disks, floppy disks, etc., are appropriately classified and secured. | | _____ |
| 5. Ensure file cover stamped. | | _____ |
| 6. Circle applicable usage/activity: Investigative, Administrative, Pen Register, Other _____/(Daily, Weekly, Monthly, Other _____) | | _____ |
| 7. Ensure complete and adequate backups of database done frequently. | | _____ |
| 8. Disposition of database: Destroyed _____ Bulky Exhibit _____ | _____ | _____ |

RE: Suggestion No. 84-89 from the Jackson Division dated 2/28/89

ADDENDUM: RECORDS MANAGEMENT DIVISION (RMD), 3/15/89, TBD:der

RMD has reviewed referenced suggestion #84-89 regarding the maintenance of a check-list for files wherein a computer data base has been established, and stamping of the related file cover to reflect that a computer data base for the file exist.

There are pending statutes and regulations which contain yet unresolved issues concerning microcomputers and the related data bases. When the statutes and regulations are enacted (believed to be eminent) a number of changes are likely to occur in the way the government, including the FBI, uses microcomputers and maintains and disposes of microcomputer data bases. In view of these anticipated changes, it is believed that implementation of the proposed form on a field wide basis is premature. However, since the Jackson Division is of the opinion that the proposed form will benefit that office, RMD recommends that it be approved for use in the Jackson office only.

RECOMMENDATION: That the form proposed by the Jackson Division be approved for use in that office only.

APPROVED: Adm. Serv. _____ Off. of Cong. & Public Affs. _____

Director _____
Exec. AD-Adm. _____
Exec. AD-Inv. _____
Exec. AD-LES _____

FD-252 from [redacted] Jackson, to Assist Director, ASD, dated 2/23/89. b6 b7C

RE: Employee's Suggestion

ADDENDUM: TECHNICAL SERVICES DIVISION, SYSTEM DEVELOPMENT SECTION, dated 3/22/89 DPW:tc

Technical Services Division has reviewed the suggestion from the Jackson Division and does not concur with the suggestion that a checklist be maintained in a file for which a microcomputer data base has been implemented. The majority of the information on the checklist is included in the Annual Microcomputer Data Base which each office is responsible for systematically updating. As an office updates their Annual Data Base they will ensure that various guidelines are fulfilled. In addition, the automated Annual Data Base provides a central location for all information pertaining to microcomputer data bases in the office. The checklist suggestion still does not prevent the need for the Information Systems Administrator to periodically notify all microcomputer data base users of various microcomputer guidelines.

The suggestion that the file cover be stamped to indicate a microcomputer data base has been considered before. This part of the suggestion should be reviewed by Records Management Division, and TSD will defer this portion to RMD.

APPROVED:

| | | | |
|---|---|---|---|
| | Adm. Servs. | | Off. of Cong. & Public Affs. |
| | Crim. Inv. | | |
| | Ident | | Off. of Lia. & Int. Affs. |
| Director | Inspection | | |
| Exec AD-Adm. | Intell | | Rec. Mgmt. |
| Exec. AD-Inv. | Laboratory | | Tech. Servs. WAB/NM |
| Exec. AD-LES | Legal Coun. | | Training |

# Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. Glover

Date 3/31/88

From : Allen H. McCreight

Subject : FILE SERVICE AND REQUEST PROCEDURES
RECORDS MANAGEMENT DIVISION (RMD)

files

PURPOSE: To recommend the attached memorandum be sent to all Bureau officials, supervisors, and file users.

DETAILS: It is once again necessary to remind all file users of the critical need to adhere to established file control procedures. As in the past, the greatest impediment to optimum file service is occasioned by a failure to properly transfer files by the file users.

These procedures were last reviewed on 9/16/87. The attached memorandum has been prepared to provide a concise listing of paramount file control procedures. It highlights the fact that files received may not contain the most up-to-date mail.

Since 9/16/87, the file forwarding tag (Form 4-7) and serial marker (Form 4-49) have been revised to emphasize correct transfer procedure and provide a reminder that up-to-date mail may exist.

RECOMMENDATION: That the attached memorandum be approved and distributed to all file users.

Enclosure

66-2319

66-18090
1 - Mr. Glover
1 [redacted]
1 - Mr. McCreight
1 - Mr. Thornton
1 [redacted] Room 5266
1 -
DJC:kdg (9)

66-2319-

b6
b7C

FBI/DOJ

U.S. Department of Justice

Federal Bureau of Investigation

*Washington, D.C. 20535*
April 18, 1988

MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS

RE: FILE SERVICE - RECORDS MANAGEMENT DIVISION (RMD)

The File Automated Control System (FACS) is an automated file inventory system for FBIHQ files which provides locate information. It can show whether the file is in RMD storage or to whom it is charged out. In addition, the last three serials in the file are displayed on the FACS video display terminal, which allows the requester to ascertain up-to-date information regarding the file. If a file has been charged out or in transit for any period of time, THE FILE MAY NOT BE UP-TO-DATE.

1. PROCEDURE FOR FILE REQUESTS

1. Call extension [redacted] Provide the following information in sequence since the operator taking the request will be following a fixed format on the FACS video display terminal: b6 b7C

   a. Classification
   b. Case number (to include sub files, if applicable)
   c. Section (if known)
   d. Requester's name
   e. Telelift station number (TL)
   f. Room number
   g. Telephone extension
   h. Subject (if applicable)
   i. Type of service (Regular, Special)

2. Forward requests for more than six files by routing slip to the Filing Subunit, Room 5320, TL 222.

2. PROCEDURE FOR FILE TRANSFERS

FACS CAN ONLY BE EFFECTIVE IF FILE USERS KEEP IT INFORMED OF FILE TRANSFERS

Call extension [redacted] Provide data in a. through g. above for transferee, or new requester. ACCURATE DATA IS ESSENTIAL to permit efficient file locates for future requesters who may have emergency needs. Common sense dictates that FACS will fail to achieve its purpose unless it receives file user support.

3. PROCEDURE FOR FILE LOCATES

Call extension [redacted] to place a file on locate. Provide data in a. through g. above. Thereafter call one of the following extensions to check the status: b6 b7C

Classifications 1 - 92, extension
Classifications 93 - 105, extension
Classifications 106 - end, extension

4. PROCEDURE FOR UP-TO-DATE (UTD) MAIL

To arrange to obtain UTD mail (mail placed on record but not placed in the file because it was charged out), call the extentions listed above in #3, according to classification.

5. FILE RECHARGES

If retained by the requester (or transferee), all files must be recharged quarterly on the second Tuesday of January, April, July, and October.

6. FILE RETURNS

Files should be returned to RMD as soon as possible. Prompt file returns will ensure timely availability to future requesters.

7. GUIDELINES FOR SERVICE

RMD will make every effort to provide the service indicated below if the file requested is in RMD storage at the time of request. If "Special" requests are overused, or used unnecessarily, RMD will be thwarted in achieving its service goals. Therefore, it is important for all requesters to exercise good judgment when requesting "Special" service. "Urgent" service (Pickup) is reserved for Bureau officials at the level of Section Chief or above.

a. Regular - Request to delivery time - 3 hours
b. Special - Request to delivery time - 1 1/2 hours
c. Urgent - The requesting official's office will be called by a Filing Subunit Supervisor and arrangements made for pickup as soon as possible.

Division Heads are requested to ensure dissemination to all file users.

William S. Sessions
Director

April 7, 1989

PERSONAL

b6
b7C

[redacted]

Federal Bureau of Investigation
Jackson, Mississippi

Dear [redacted]

The evaluation of your suggestion regarding the maintenance of a checklist for files in which a computer data base has been established and stamping the related file covers to designate a computer data base exists for that file has been completed. According to the Technical Services Division, a majority of items on your proposed checklist is included in the Annual Microcomputer Data Base which is systematically updated in each office. Each office can ensure the various guidelines are fulfilled when the updates occur. I was also advised by the Records Management Division (RMD) that there are pending Government statutes and regulations containing yet unresolved issues concerning microcomputers and the related data bases. When they are enacted, a number of changes may occur in this area. Although your checklist will not be adopted Bureauwide, if the Jackson Office finds your proposed form beneficial, RMD has no objection to its being approved for use in your office.

Although no further action will be taken on your proposal, I want to express my appreciation for the time and effort you expended to present this suggestion for consideration. Please continue to share your ideas.

Sincerely yours,

Edwin J. Sharp
Assistant Director
Administrative Services Division

66-2311-377

Exec AD Adm. ___
Exec AD Inv. ___
Exec AD LES ___
Asst. Dir.:
Adm. Servs. ___
Crim. Inv. ___
Ident. ___
Insp. ___
Intell. ___
Lab. ___
Legal Coun. ___
Off. Cong. & Public Affs. ___
Rec. Mgnt. ___
Tech. Servs. ___
Training ___
Off. Liaison & Int. Affs. ___
Telephone Rm. ___
Director's Sec'y ___

2 - Jackson
1 - Suggestion file
1 - Field personnel file
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addenda of RMD 3/15/89 and TSD 3/22/89. Views attached.
MCH:lh (6) Suggestion #84-89

MAIL ROOM

[redacted]
R-6856

**Employee Suggestion**
FD-252 (Rev. 10-26-84)

#218-90

| | |
|---|---|
| | Date: 9/7/90 |
| To: Assistant Director, Administrative Services Division | From: (Suggestor's name) [redacted] |
| | Division of Assignment: ALBUQUERQUE |

b6
b7C

**SUGGESTION**

File Fronts (FD-245) have a space for Caution Statements

Yes

**Current practice or rule (Include manual citation as well as facts)**

Caution Statements appear only on the communications within the file

**Advantages of suggestion and annual savings (include basis for estimate)**

Agents, as well as other personnel, would know immediately upon seeing the file that the subject is Dangerous and can take necessary precautions. A Caution Statement at the top and bottom of a communication can easily be overlooked when quickly thumbing through a file. With the word Caution on the front of the file (in approximately one-inch lettering) followed by the type of caution (i.e. Armed and Dangerous, Drug User), it would be easily spotted by anyone reading the file.

**Disadvantages of suggestion**

None.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggest[illegible]

☐ Mr. ☐ Mrs. ☑ Miss [redacted]

Signature and Title of Suggester

**Recommendations and comments of Division Head** I believe this suggestion contains practical benefits to the FBI in that all employees will be quickly notified that a subject of the file must be dealt with according to the caution statement applied.

James M Nelson

Signature and Title

(Do not write in this space - for Bureau use only)

66-2312-378

12-12

SEP 26 1990

[redacted]

FBI/DOJ

Re: Suggestion 218-90, dated 9-07-90, from the Albuquerque Field Office

ADDENDUM OF THE INFORMATION MANAGEMENT DIVISION (IMD), 10-01-90, SHM:slf

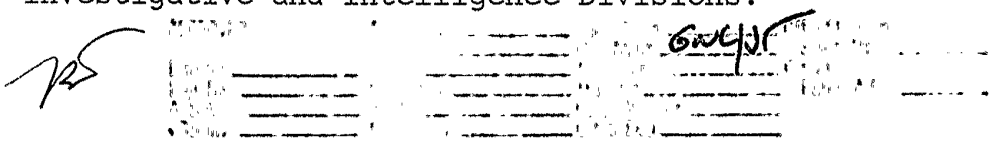
The IMD has reviewed referenced suggestion that the File Jacket Cover (FD-245) should have a space provided for caution statements.

The IMD notes that a similar suggestion was previously submitted on 5-29-90 (Suggestion # 168-90 from the Miami Field Office).

IMD interposes no objection to the proposal of redesigning the File Jacket Cover (FD-245) to provide a space for caution statements. However, if approved, IMD suggests that the warnings be also printed on file backed covers of the FD-245b and 245c, in addition to the FD-245. Additionally, it is suggested that comments and recommendations be solicited from the Criminal Investigative and Intelligence Divisions.

RECOMMENDATIONS:

(1) That adoption of referenced suggestion be contingent upon favorable comments and recommendations of the Criminal Investigative and Intelligence Divisions.



(2) If approved, recommend that forms FD-245, 245b and 245c be revised as suggested at time of next printing.



#218-90

Re: Employee Suggestion ~~168-90~~, Miami Field Office, dated 5/29/90.

ADDENDUM: INTELLIGENCE DIVISION, 7/11/90, RMT/rmt.

The Intelligence Division (INTD) has reviewed referenced suggestion of [redacted] Miami Field Office, that proposes the File Jacket cover (FD-245a) be modified to include pre-printed identifiers that could be checked or otherwise marked to indicate various techniques (i.e. ELSUR); or warnings (i.e. ARMED AND DANGEROUS); or other items that need to be highlighted (i.e. OCIS, DO NOT DESTROY). b6 b7C

RECOMMENDATION: INTD recommends adoption.

WOR/lmd

10/16/90 per R/S, memos are same as for #168-90. mch

Treat As ORIGINAL

Re: Employee suggestion #218-90, Albuquerque Field Office, dated 9/7/90.

Addendum: Legal Counsel Division. AAA:aaa 10/23/90

Legal Counsel Divsion has no objection. See addendum to employee suggestion #168-90, Attached.

APPROVED: Dir. of Liaison
Dir. Int. Affs.
Dir. of Public Affs.

b6
b7C

Suggestion #168 from SSA [redacted] dated 5/29/90.

ADDENDUM: LEGAL COUNSEL DIVISION (LCD): AAA, 9/15/90.

With respect to the proposal to preprint file jacket covers with various identifiers, the following observations are made specifically concerning the "GRAND JURY MATERIAL" imprint. First, MAOP, Part II, 9-9, requires only that the warning stamp be placed on reports, memoranda containing grand jury material, and the grand jury subpoenas themselves. Second, once these serials have been so identified, compliance with Rule 6(e), Federal Rules of Criminal Procedure, requires that no further dissemination take place unless otherwise provided by the Rules. Strict adherence to Rule 6(e) requires that material identified as a matter occurring before the grand jury be secured in a place where access is limited to those with a right to see the material. This group does not include the entire body of FBI personnel which generally has access to FBI files. Third, the more the FGJ stamp is used, the more often innocuous facts are converted into grand jury material by identifying these facts as "occurring before the grand jury." For the above reasons, the grand jury material stamp should not be preprinted of file jacket covers.

RE: Suggestion #218-90, dated 9/7/90 from the Albuquerque Field Office

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION (CID) 11/1/90, LM

[redacted] The CID has reviewed referenced communication of [redacted] of the Albuquerque Division, which suggests that File Fronts (FD-245) be modified to include caution statements. b6 b7C

The CID interposes no objection to this suggestion but raises one concern. Many investigations contain multiple subjects which may have different, caution statements. The labeling should clearly identify which subject is being identified with which caution statements(s). On some cases, this could clearly become cumbersome.

RECOMMENDATION: That Suggestion #218-90 be adopted. Also that the caution statements added to the appropriate file covers clearly identify which of the investigation's subjects are identified with which caution statements.

APPROVED:

| | | | |
|---|---|---|---|
| Director | Adm. Servs. | Legal Coun. | Off. of Liaison & Int. Affs. |
| Dep. Dir. | Crim. Inv. | Rec. Mgnt. | |
| ADD-Adm. | Ident. | Tech. Servs. | Off. of Public Affs. |
| ADD-Inv. | Inspection | Training | |
| | Intell. | Cong. Affs. Off. | |
| | Laboratory | Off. of EEO | |

# Memorandum

Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. & Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : Mr. Clarke

Date 5/8/89

From : Allen H. McCreight

Subject : FILE SERVICE AND REQUEST PROCEDURES
RECORDS MANAGEMENT DIVISION (RMD)

CLASS
SRC'D
SER
REC

PURPOSE: To recommend the attached memorandum be sent to all Bureau officials, supervisors, and file users.

DETAILS: It is once again necessary to remind all file users of the critical need to adhere to established file control procedures. As in the past, the greatest impediment to optimum file service is occasioned by a failure to properly transfer files by the file users.

These procedures were last reviewed on 4/19/88. The attached memorandum has been prepared to provide a concise listing of paramount file control procedures. It highlights the fact that files received may not contain the most up-to-date mail.

Since 2/29/88, the file forwarding tag (Form 4-7) and serial marker (Form 4-49) have been revised to emphasize correct transfer procedure and provide a reminder that up-to-date mail may exist.

RECOMMENDATION: That the attached memorandum be approved and distributed to all file users.

66-2319

RECORDED
JUN 23 1989

Enclosure
66-2319
66-18090
1 - Mr. Clarke
1 - Mr. Toohey
1 - Mr. McCreight
1 - Mr. Thornton
1 - [redacted] Room 5644
1 - [redacted]
1 - [redacted]

b6
b7C

JFD:lg (10)

FBI/DOJ

October 31, 1990

PERSONAL

REC

Files

b6
b7C

[redacted]

Federal Bureau of Investigation
Albuquerque, New Mexico

Dear [redacted]

Your suggestion to revise Form FD-245, File Jacket Cover, to include a space for Caution Statements has been received and is still under review. As soon as a decision is reached, you will be notified.

In the meantime, I appreciate your interest in the Suggestion Program, and I thank you for submitting this idea for consideration.

Sincerely yours,

Weldon L. Kennedy
Assistant Director
Administrative Services Division

66-2319-379

2 - Albuquerque
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion set forth in letter to suggester and FD-252 dated 9/7/90. Addenda of IMD 10/1/90 and INTD 10/16/90. To date no response from CID and LCD. Therefore, pending approval, suggester being advised that suggestion is being placed in a pending status until recommendations are received, at which time she will be advised of the results. Views attached.
(6) Suggestion #218-90

[redacted]
R-6856

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Insp.
Intell.
Lab.
Legal Coun.
Rec. Mgnt.
Tech. Se
T

VIL ROOM

December 6, 1990

PERSONAL

RLC

Files

b6
b7C

[redacted]
Federal Bureau of Investigation
Albuquerque, New Mexico

Dear [redacted]

Your suggestion to have a space for "Caution Statements" on Form FD-245, the file jacket covers, has been reviewed. You may be interested to know a similar suggestion was received dated May 29, 1990. This suggestion is being adopted and file jacket covers FD-245; FD-245a.1, FD-245b.1 and FD-245c.1 will be pre-printed with identifiers to include various warnings. These identifiers will be added at the time of the next printing.

Although your proposal was already being acted upon, I want to express my appreciation for your interest in enhancing the efficiency of Bureau operations. Please continue your participation in the Suggestion Program with any further ideas you may have to increase the effectiveness of the Bureau.

Sincerely yours,

Weldon L. Kennedy
Assistant Director
Administrative Services Division

66-2317-380

2 - Albuquerque
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and addenda of IMD 10/1/90; INTD 10/16/90; LCD 10/23/90 with attached copy of their addendum 9/15/90 for Suggestion #168-90 being adopted; and CID 11/1/90. Views attached.
MCH:lh (6) Suggestion #218-90

MCH

[redacted]
R-6856

Dep. Dir. ____
ADD Adm. ____
ADD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Cong. Affs. Off. ____
Off. of EEO ____
Off. Liaison & Int. Affs. ____
Off. of Public Affs. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM

Employee Suggestion
FD-252 (Rev. 10-26-84)

#64-91

Date 2/25/91

To: Assistant Director, Administrative Services Division

From: (Suggester's name) [redacted]

Division of Assignment Tampa

b6
b7C

SUGGESTION

SSP
CLASS
CRC/D
SER
REC

Each pending file is maintained in a file jacket or folder which is thrown away when the file is closed because the file number is written on it. Instead of disposing of the jacket, I would suggest writing the file number on tape which can be peeled off of the jacket. Enclosed is an advertisement for this type of tape.

Files

Current practice or rule (Include manual citation as well as facts)

File jacket is thrown away after being used one time or at the most two times when inverted.

Advantages of suggestion and annual savings (Include basis for estimate)

The Tampa division uses approximately 500 file jackets per month for opening cases. An additional 200 are used by agents and other personnel each month for maintaining information on cases.

The file jackets are very durable and should last at least one year. Tampa pays $4.50 per box of 100 and spends approximately $31.50 per month on 700 file jackets. The peel-off tape would cost approximately $1.50 per roll wholesale which would cost $10.50 for 700 per month. The savings would be $21.00 for Tampa for each month jackets did not have to be purchased.

64-311-381

Disadvantages of suggestion

4/22/91

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☐ Mr. ☒ Mrs. ☐ Miss [redacted]

Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion has been reviewed and appears to have merit. It is basically a simple idea and yet its use could provide savings of several thousand dollars a year. I strongly suggest this be implemented.

[redacted]

Signature and Title

Assistant Special Agent in Charge

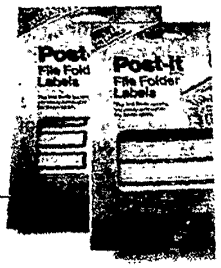
(Do not write in this space - for Bureau use only)

3/14/91 - IMD advised by telephone a similar procedure was already being done at FBIHQ and other field offices utilizing magic markers or tape. MCH

ENCLOSURE

With Post-it™ brand File Folder Labels, you can give an old file folder a neat, new label without paste-over or label build-up. Their Post-it adhesive means they'll stick securely. And yet, you can easily remove them and reuse old file folders when the time comes. 1/3 cut, or 1/5 cut, they're a nice, neat, new way to look good and save money. Which means, of course, you'll look good too. For a free sample, complete and return the coupon today.

©1990, 3M. 3M Commercial Office Supply Division. Post-it is a trademark of 3M.




66-2319-381

ENCLOSURE

Re: Suggestion 64-91, dated 2/25/91, from the Tampa Division

ADDENDUM OF THE INFORMATION MANAGEMENT DIVISION (IMD), SHM:shm

The IMD has reviewed referenced suggestion to utilize file folder labels rather than writing directly on the file folder, thereby extending the life of the average file folder.

It appears that this suggestion is a cost effective measure in that the same amount of labels can be purchased at a lower rate than new file folders.

IMD interposes no objection to this suggestion; However, IMD defers to the comments and recommendations of the Administrative Services Division (ASD).

ADDENDUM: That adoption of referenced suggestion be contingent upon comments and recommendations o the ASD.

APPROVED:

| | | | |
|---|---|---|---|
| Adm. Servs. | | Laboratory | Off. of Liaison |
| Crim. Inv. | | Legal Coun. | & Int. Affs. |
| Finance | | Tech. Servs. | Off. of |
| Info. Mgmt. | | Training | Public Affs. |
| Inspection | | Cong. Affs. Off. | |
| Intell. | | Off. of EEO | |

4/2/91 - IMD deferred to ASD for comments and recommendations. However, Procurement Unit, ASD, was not solicited for their comments since they are only responsible for order requests. MCH

April 16, 1991

PERSONAL

SSP
CLASS
SRC'D
SER
REC

b6
b7C

[redacted]
Federal Bureau of Investigation
Tampa, Florida

Dear [redacted]

I am pleased to inform you that your suggestion to write the file number on peel-off tape on the file jacket or folder in order for them to be reused several times has been approved for use in your office. A study determined a similar procedure using either magic markers or tape was already being done at FBI Headquarters and other field offices. The implementation of this idea will afford your division the capability to reuse rather than discard file jackets or folders after they have writing on them.

I appreciate your interest and concerns to enhance the efficiency of the Bureau, and I thank you. Please continue your participation in the Suggestion Program with any other ideas you may have which could benefit Bureau operations.

MAILED 14
APR 16 1991
FBI

Sincerely yours,

Weldon L. Kennedy
Assistant Director
Administrative Services Division

66-2319-382

2 - Tampa
1 - Field personnel file
1 - Suggestion file
1 - Personnel file of [redacted] Enclosure
NOTE: Suggestion set forth in letter to suggester and FD-252 dated 2/25/91 and IMD addendum received 3/13/91. Also see views of IMD 3/14/91 and 4/2/91. Views attached.
MCH:lh (6) Suggestion #64-91

APR 22 1991

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
ong. Affs. Off.
ff. of EEO
ff. Liaison &
Int. Affs.
lf. of Public Affs.
elephone Rm.
rector's Sec'y

MAIL ROOM

[redacted]
R-6856

# Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

b6
b7C

To : Mr. Christensen

Date 3/17/92

From :

322

Subject : MAINTENANCE OF FBIHQ FILES AT
FBI ACADEMY, TRAINING DIVISION (TD)
AND ENGINEERING SECTION (ES)
TECHNICAL SERVICES DIVISION (TSD)
QUANTICO, VIRGINIA

PURPOSE: Obtain approval to maintain FBIHQ files at the FBI Academy, TD, and the ES, TSD, Quantico, Virginia.

RECOMMENDATION: That approval be granted to allow administrative files be stored at the FBI Academy and ES, TSD, in Quantico, Virginia.

DETAILS: Effective 1/27/92, Information Services Section, Information Management Division, assigned two employees to the FBI Academy, TD, and the ES, TSD, to assist those entities in improving their mail processing and filing operations. This initiative has been very effective. The mail is processed and placed on record faster and eliminates the need for the mail to be forwarded to the processing operation at FBIHQ since it goes directly to the File Services Unit to be placed in file.

66-1855-T

1 - Mr. Gilbert
1 - Mr. Hale (Attention:
1 - Mr. Bayse (Attention:
1 - Mr. Daniels (Attention:
1 - IMD Front Office
1 -
1 -

66-2319-383

1
1
1

RDP:cep (8)

(CONTINUED - OVER)

SEE INTD ADDENDUM PAGE 3

ORIGINAL FILED IN 66-1855-T-8/30

b6
b7C

Additionally, these entities do not have immediate access to the files, therefore, a duplicate, voluminous, and inefficient tickler system is maintained.

Both Divisions have requested that certain files used primarily by their personnel be permanently stored at their respective locations. Files requested by TD are administrative files to include the current and previous session of the FBI National Academy (FBINA). As a new session of the FBINA commences, the oldest session files will be returned to the FBI Records Center. Two sessions of the FBINA files will be maintained at the Academy at all times.

Files at the FBI Academy will be stored in the New Agents Training Center within a secure COMSEC file room. The Academy has a 24-hour guard service to include a security patrol of the corridor where the file room is located.

ES has requested 140 files. Sixty-seven of these files are identified as 268 and 269 classifications. These files are currently maintained in the Special File Room and relate to Engineering Technical Matters - FCI and Non-FCI. The ES files will be maintained in GSA approved, locked safes. Access to the 268 and 269 files will be by name access only. The 24-hour guard service provided to the FBI Academy is at the ES. The ES also has security patrol service within the Engineering Building.

Memorandum from [redacted] to Mr. Christensen dated 3/17/92 b6 b7C
Re: Maintenance of FBIHQ Files at
FBI Academy, Training Division (TD)
and Engineering Section (ES)
Technical Services Division (TSD)

ADDENDUM: INTELLIGENCE DIVISION (INTD), 5/4/92, REVIEW

In the attached communication, approval is being sought for TD and TSD to maintain certain original files at two different locations in Quantico, Virginia - at the FBI Academy and the ES, TSD. In view of the fact these locations are not staffed 24 hours a day, the guidelines set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.3.1, entitled "Maintenance of Original or Duplicate Field Office Files in Resident Agency (RA)/Off-Site (OS) Location," are applicable. Since two separate locations are involved, each will be addressed separately herein.

1. ES, TSD

On 4/8/92, SSA [redacted] Facility Security Unit, Security Countermeasures Section (SCMS), Intelligence Division (INTD), met with Unit Chief [redacted] Administrative Unit, ES, TSD. [redacted] advised the files to be maintained by the ES were those routinely used by ES personnel in the normal performance of their duties. At the present time, ES personnel use tickler copies of this same material and maintained their records in GSA-approved security containers in various locations in the building. As is indicated in the attached communication, much of this material is classified and highly sensitive and is currently being maintained in the Special File Room. [redacted] advised the files would be maintained in GSA-approved security containers which would be kept inside a separate file storage room. This file storage room has not yet been constructed; however, it would be located in the vicinity of his office on the second floor of Pod A of the ES facility. An employee of the Information Management Division (IMD) has been assigned to handle the files at the ES location and this person has Sensitive Compartmented Information (SCI) access, if necessary to handle SCI material or enter the SCI facility (SCIF) adjacent to where the file storage room will be built. (This is the Emergency Plans SCIF, formerly associated with TSD, now a part of SCMS, INTD.) The ES facility has a 24-hour-a-day guard force available, either through its own security force or the Quantico Security Warders.

A review of the facility space and procedures to be followed indicated ES, TSD, will be in sufficient compliance with the requirements set forth in MAOP, Part II, Section 2-4.3.1,

(CONT'D) ADDENDUM: INTELLIGENCE DIVISION (INTD), 5/4/92, EFW:ew

supra, that the Security Programs Manager (SPM), SCMS, INTD, would favorably recommend the maintenance of original files in the ES facility with the following additional measures:

a. A file storage room which meets the standards set forth in MAOP, Part II, Sections 2-4.3.1(1)(d) and (e), should be constructed. Due to the other heightened security measures at the ES facility, it will not be necessary for this room to be of slab-to-slab construction or for the provisions of paragraph (f) regarding windows, vents, etc., to be applied. This room should be alarmed in compliance with paragraph (g), although it will not be necessary for the entire facility to be alarmed. The alarm should be set at any time the space is not occupied. The alarm is to be tested on at least a monthly basis and the fact of such testing documented in an appropriate control file. As all files will be maintained in GSA-approved security containers and security of the facility is sufficient, there would be no objection to the files being moved to the ES facility prior to the completion of the storage room. All Top Secret and SCI material is, however, to be maintained in the SCIF in separate security containers from those used by the Emergency Plans function.

b. The current guidelines regarding access to the files as applied by the Special File Room, IMD, shall remain in effect. In addition, all guidelines regarding the handling and maintenance of Top Secret and SCI material, as set forth in the Manual of Investigative Operations and Guidelines (MIOG), Part II, Section 26-6, entitled "Control Form for Top Secret (TS) - Sensitive Compartmented Information (SCI) - Non-SCI Code Word Material - FD-501 - FD-502," shall be followed. IMD and the ES, TSD, should take the appropriate steps to ensure the IMD personnel assigned the ES location, as well as all other individuals handling this material, have the prerequisite clearance and, if necessary, SCI access for access to the material. (Clearance and access information may be verified by contact with Personnel Security Unit, SCMS, INTD, personnel on Extension [redacted] [JEH]).

c. Upon completion of construction of the file storage room and the installation of the alarm system, Top Secret material may be moved to and maintained in security containers in that room; however, the room will not qualify as a SCIF, and all SCI material must still be maintained in the current SCIF.

(CONT'D) ADDENDUM: INTELLIGENCE DIVISION (INTD), 5/4/92, EFW:ew

d. Upon completion of the file storage room, in compliance with MAOP, Part II, Section 2-4.3.1(1)(c), supra, arrangements should be made and documented for armed security personnel at Quantico to respond to any alarm activation. Special Agent personnel should also respond to conduct an inspection of the premises to determine security status or unauthorized entry [Section 2-4.3.1(1)(b)]. Until the completion of the room, security personnel should make unscheduled after-hours inspections of the area where the security containers holding the files are maintained.

e. Noting the highly sensitive and classified nature of a large volume of the affected material, arrangements should be made between IMD and ES, TSD, personnel for the secure transporting of the files to the ES facility, in compliance with Section 2-4.3.1(1)(o). Responsible personnel should also be made aware of the requirements for the transmittal of Top Secret and SCI material set forth in the MIOG, Part II, Section 26-7.3.

2. New Agents Training Center (NATC), TD

On 4/29/92, SSA [redacted] met with [redacted] Office Services Manager, Office of Administrative Services, Training and Administration Section, TD, regarding the storage of original files at the TD site. [redacted] advised the files to be maintained by TD at the NATC were National Academy files (1 classification) and essentially control files dealing with training matters (training classes, police training, firearms training, inservice schools, etc.). They would be maintained inside lockable cabinets inside the NATC COMSEC Room 226. This room is fully enclosed and has a steel door with a [redacted] lock. An employee of IMD has been assigned to the NATC to handle the files. As with all areas at Quantico, the NATC is also protected by the Security Warders on a 24-hour-a-day basis. b2 b6 b7C

A review of the NATC space and procedures indicated TD will be in sufficient compliance with the requirements set forth in MAOP, Part II, Section 2-4.3.1, supra, that the SPM, SCMS, INTD, would again favorably recommend the maintenance of original files in NATC, TD, Room 226, with the following additional measures:

(CONT'D) ADDENDUM: INTELLIGENCE DIVISION (INTD), 5/4/92, EFW:ew

a. It could not be readily determined if Room 226 was of slab-to-slab construction on all four walls; however, due to the overall security at the facility, such construction is not considered necessary. The room should, however, be equipped with an alarm system in compliance with MAOP, Part II, Section 2-4.3.1(1)(g). It will not be necessary for the facility itself to be protected pursuant to Section 2-4.3.1(1)(b). In compliance with Section 2-4.3.1(1)(c), arrangements should be made and documented for armed security personnel at Quantico to respond to any alarm activation. Special Agent personnel should also respond to conduct an inspection of the premises to determine security status or unauthorized entry [Section 2-4.3.1(1)(b)]. The alarm should be set at any time the space is not occupied. The alarm is to be tested on at least a monthly basis and the fact of such testing documented in an appropriate control file.

b. All files should be maintained in lockable cabinets which should be housed inside Room 226. Those National Academy files containing the results of the background investigations or other personal matters dealing with Academy attendees (generally, 1 classification files) are considered sensitive and are to be maintained in the bar-lock cabinets with the [redacted] b2 locks, which are at the NATC and available for use for this purpose.

c. Appropriate arrangements should be made between IMD and TD personnel for the secure transporting of the files to the NATC, TD, in compliance with Section 2-4.3.1(1)(o).

IMD, TSD, and TD should note, pursuant to the MIOG, Part II, Section 16-18.2, of the FBI Microcomputer Policy, the hard disk of any computer terminal used to access FOIMS is by definition classified at the Secret level, even if efforts are made to not store any classified information on the hard disk. As such, this hard disk must be handled in compliance with the instructions set forth in MIOG, Part II, Section 26-5.2, entitled "Storage of 'Secret' and 'Confidential' Material."

This matter was coordinated with Unit Chief [redacted] b6 b7C Records Policy Unit, Information Services Section, IMD. The storage of original files in Room 226 in the NATC, TD, which was identified as a "COMSEC Room," was coordinated with [redacted] Information Systems Security Unit, SCMS, INTD.

Memorandum from [redacted] to Mr. Christensen dated 3/17/92 b6 b7C
Re: Maintenance of FBIHQ Files at
FBI Academy, Training Division (TD)
and Engineering Section (ES)
Technical Services Division (TSD)

(CONT'D) ADDENDUM: INTELLIGENCE DIVISION (INTD), 5/4/92, EFW:ew

RECOMMENDATIONS: 1. Taking into consideration the additional security measures listed under paragraphs 1.a. through 1.e. above, that the original ES, TSD, files identified herein and in the attached communication be maintained in the designated location in ES, TSD.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

2. Taking into consideration the additional security measures listed under paragraphs 2.a. through 2.c. above, that the original TD files identified herein and in the attached communication be maintained in Room 226, NATC, TD.

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

66-2319

October 30, 1992

MEMORANDUM TO: BAYSE
BINNEY
CHRISTENSEN
DAVIS
DANIELS
GILBERT
HICKS
POMERANTZ
POTTS
YORK
COLLINGWOOD
GUIDO
PEREZ

O FILES

RE: ~~X~~ FILE MAINTENANCE SURVEY

As part of a new initiative to streamline work within FBIHQ, the Information Management Division (IMD) will be conducting a survey on the feasibility of having the Information Services Section (ISS) process, maintain, and store original pending files at various entities within FBIHQ. Currently each entity within FBIHQ maintains tickler files that duplicate the material stored in the original files maintained by IMD. The ISS is conducting this survey to determine whether the concept is feasible, by examining the availability of space, personnel requirements, computer support, and accessibility of files within each and every entity at FBIHQ. This survey will be conducted during the first three weeks of November, 1992.

William E. Baugh, Jr.
Assistant Director
Information Management Division

RECORDED COPY FILED IN 66-1855-T-2177

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Sec'y _____

1 - 66-1855-T
1 - IMD Front Office
1 - [redacted] b6 b7C

JHS:der (17)

MAIL ROOM ☐ sent copies directly 11/3/92 der

66-2319-384

FBI/DOJ

# Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Potts

Date 6/9/92

From : G. L. Stoops

322

Subject : FILES SERVICES UNIT (FSU)
INFORMATION SERVICES SECTION (ISS)
INFORMATION MANAGEMENT DIVISION (IMD)

PICKETT STREET LOCATION - ALEXANDRIA, VIRGINIA

PURPOSE: To advise that the [redacted] Alarm System [redacted] at the FSU, ISS, IMD, Pickett Street, Alexandria, Virginia, will be connected to the Strategic Information Operations Center (SIOC), Criminal Investigative Division (CID). b2

DETAILS: The IMD is in the process of relocating the majority of the investigative, administrative and personnel files from the J.E. Hoover Building to 901 South Pickett Street, Alexandria, Virginia. Currently, a [redacted] is being installed at this location.

On 6/9/92, Inspector - Deputy Assistant Director Gary L. Stoops, IMD, contacted Inspector - Deputy Assistant Director Danny O. Coulson, CID, and obtain Mr. Coulson's approval for connecting the [redacted] to the SIOC.

RECOMMENDATION: None, for information.

APPROVED:

| | | | |
|---|---|---|---|
| Director | Adm. Servs. | Laboratory | Off. of Liaison & Int. Affs. |
| Dep. Dir. | Crim. Inv. | Legal Coun. | |
| ADD-Adm. | Ident. | Tech. Servs. | Off. of Public Affs. |
| ADD-Inv. | Info. Mgnt | Training | |
| | Inspection | Cong. Affs. Off. | |
| | Intell. | Off. of EEO | |

66-2319-385

66-2319
1 - Mr. Potts (Attn: Mr. Coulson)
1 - IMD Front Office
1 - [redacted]
1 - [redacted]
1 - [redacted]

b6
b7C

SSN:lg (6)

# Memorandum

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison &
Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Potts

Date 2/22/93

3 22

From : William E. Baugh, Jr.

Subject : ALARM PROCEDURES
SOUTH PICKETT STREET OFF-SITE LOCATION
ALEXANDRIA, VIRGINIA

0 FILES

Reference memorandum from G. L. Stoops to Mr. Potts dated 6/9/92, captioned "File Services Unit (FSU), Information Services Section (ISS), Information Management Division (IMD), Pickett Street Location - Alexandria, Virginia."

PURPOSE: To revise procedures relating to the alarm system at the IMD, South Pickett Street, off-site location, Alexandria, Virginia.

RECOMMENDATION: That the code word and response procedures set forth in the details, be approved for use by Strategic Information Operations Center (SIOC) upon receipt of an alarm indicating intrusion at the IMD, South Pickett Street, off-site location, Alexandria, Virginia.

APPROVED: Director, Dep. Dir., Asst. Dir. Adm., Asst. Dir. Inv., Adm. Servs., Crim. Inv., Ident., Info. Mgnt., Inspection, Intell., Lab., Legal Coun., Tech. Servs., Training, Cong. Affs. Off., Off. of EEO, Off. of Liaison & Int. Affs., Off. of Public Affs.

DETAILS: Referenced memorandum advised that an alarm system had been installed at the South Pickett Street location and would be connected to the SIOC.

66-2319-386

The IMD is currently storing file holdings in Building Number One, 917 South Pickett Street, Alexandria, Virginia, and will soon be storing additional file holdings in Building Number

66-2319

1 - Mr. Potts
(Attn: SIOC, Room 5015)
1 - Mr. Pomerantz, Room 6012
1 - Mr. Bayse, Room 7159
1 - Mr. Baugh, Room 5829

1 - [redacted] Room 5368
1 - [redacted] Room 5350
1 - [redacted] Room 5734
1 - [redacted] Room 6362
1 - [redacted] Room 4659

b6
b7C

RDP:rj (10)

(CONTINUED - OVER)

Dir to WEB/FBK To File

Memorandum from William E. Baugh, Jr., to Mr. Potts dated 2/22/93
Re: Alarm Procedures
South Pickett Street Off-site Location
Alexandria, Virginia
66-2319

Two, 833 South Pickett Street, Alexandria, Virginia. Building Number One is alarmed with [redacted] b2 and is monitored by the SIOC, Criminal Investigative Division, FBIHQ. Building Number Two will also be connected when completed. Building Number One will be operated on a 24-hour basis. Building Number One is equipped with CCTV and will monitor Building Number Two from within.

The [redacted] is programed to send out an intrusion alarm to four location zones within the building. Should SIOC receive an alarm indicating an intrusion in any of the four zones, the following action should be taken:

[redacted] b2 b6 b7C

# Memorandum

| | |
|---|---|
| Dep. Dir. | |
| ADD Adm. | |
| ADD Inv. | |
| Asst. Dir.: | |
| Adm. Servs. | |
| Crim. Inv. | |
| CJIS | |
| Ident | |
| Info. Mgnt. | |
| Insp. | |
| Intell. | |
| Lab. | |
| Legal Coun. | |
| Tech. Servs. | |
| Training | |
| Off. of EEOA | |
| Off. Liaison & Int. Affs. | |
| Off. of Public & Cong. Affs. | |
| TQM Office | |
| Telephone Rm. | |
| Director's Office | |

To : Mr. Potts

Date 5/5/93

322

From : William E. Baugh, Jr.

Subject : ALARM PROCEDURES
SOUTH PICKETT STREET, OFF-SITE LOCATION
ALEXANDRIA, VIRGINIA

O FILES

Reference memorandum from William E. Baugh, Jr, to Mr. Potts dated 2/22/93, captioned as above.

PURPOSE: To set forth response procedures relating to the alarm system at the Information Management Division (IMD), South Pickett Street, off-site location, Alexandria, Virginia, to include Building Number Two.

RECOMMENDATION: That the code word and response procedures set forth in the details, be approved for use by Strategic Information Operations Center (SIOC) upon receipt of an alarm indicating intrusion at the IMD, South Pickett Street, off-site location, Alexandria, Virginia.

| APPROVED: | | | |
|---|---|---|---|
| Director | Adm. Servs. | Inspection | Off. of EEO Affs. |
| Dep. Dir. | Crim. Inv. | Intell. | Off. of Liaison |
| ADD-Adm. | Crim. Jus. Info. Servs. | Laboratory | & Int. Affs. |
| ADD-Inv. | Ident. | Legal Coun. | Off. of Public |
| | Info. Mgnt. | Tech. Servs. | & Cong. Affs. |
| | | Training | TQM Off. |

DETAILS: Referenced memorandum advised of response procedures to be used by the SIOC upon receipt of an alarm indicating an intrusion at the IMD, South Pickett Street, off-site location, Alexandria, Virginia.

66-2319-307

66-2319
1 - Mr. Potts
(Attn: SIOC, Room 5015)
1 - Mr. Pomerantz, Room 6012
1 - Mr. Bayse, Room 7159
1 - Mr. Baugh, Room 582
1 - [redacted] Room 5368
1 - [redacted] Room 5350

1 - [redacted] Room 5734
1 - [redacted] Room 6362
1 - [redacted] Room 4659
1 - [redacted] Room 4341
2 - WMFO
(1 - [redacted] Room 7274)
(1 - [redacted] Room 7292)

b2
b6
b7C

RDP:rj (13)

(CONTINUED - OVER)

6-
4-

Memorandum from William E. Baugh, Jr., to Mr. Potts dated 5/5/93
Re: Alarm Procedures
South Pickett Street, Off-site Location
Alexandria, Virginia
66-2319

Referenced memorandum pertained to Building Number One and advised that Building Number Two would be alarmed in the future.

Building Number Two, located approximately 150 feet from Building Number One, is now alarmed with [redacted] and is also programmed into SIOC. Building Number One will be operated on a 24-hour basis, and is equipped with CCTV that will monitor the security of Building Number Two from within. b2

The [redacted] is programmed to send out an intrusion alarm to certain areas of each building identified by the system as zones. Building Number One is comprised of four zones and Building Number Two, five zones. When an alarm is received by SIOC, the printout will indicate the zone where the intrusion has occurred, i.e., Z3. The printout will also indicate the customer number as 833 or 917. IMD personnel are aware of the zone locations.

The Washington Metropolitan Field Office (WMFO) will occupy a portion of Building Number Two for file storage. The [redacted] also reports to WMFO. This is for monitoring purposes only. WMFO personnel will not respond to an alarm unless a problem exists requiring an individual to respond. IMD personnel will assume the responsibility of notifying WMFO should the need arise.

Should SIOC receive an alarm indicating an intrusion in any zone within both buildings, the following action should be taken:

[redacted]

# Memorandum

Dep. Dir. 303
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech.Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To Mr. Baugh

Date 5/19/93

From : J. W. Hicks

Subject : BUREAU MANUALS -
MANUAL REVISIONS

Files

Reference all SAC's airtel dated 3/5/93 captioned "Discontinuance of the Pornographic Matters Reference File (PMRF)"

Memo from Baugh to Hicks dated 4/1/93 captioned "Bureau Manuals - Manuals Revisions"

**PURPOSE:** To advise recipient division of changes in the Bureau manuals.

**RECOMMENDATION:** To delete attached references in the Bureau manuals to the PMRF.

| APPROVED: | Adm. Servs. | Inspection | Off. of EEO Affs. |
|---|---|---|---|
| | Crim. Inv. | Intell. | Off. of Liaison |
| Director | Crim. Jus. Info. Servs. | Laboratory | & Int. Affs. |
| Dep. Dir. | Ident. | Legal Coun. | Off. of Public & Cong. Affs. |
| ADD Adm. | Info. Mgmt. | Tech. Servs. | TQM Off. |
| ADD Inv. | | Training | |

66-2319

1 - Mr. Hicks, [redacted] Rm. 3090
1 - [redacted] Rm. 1B224
1 - Mr. Baugh, Rm. 5829
1 - [redacted] Rm. 5368
1 - [redacted] Rm. 5342
1 - [redacted] Rm. 5447
1 - [redacted] Rm. 3457
1 - 66-2319 (MIOG)
JMA:tt (8)

2 ENCLOSURE

66-2319-387

[redacted] Rm. 5447

b6
b7C

Memorandum from J.W. Hicks to Mr. Baugh dated 5/19/93
Re: BUREAU MANUALS -
MANUAL REVISIONS

**DETAILS:** Delete the following items as highlighted on attached xerox:

MIOG/PART II/SECTION 13-7.1.1 (1)

Delete the last eight (8) words of the second paragraph.

MIOG/PART II/SECTION 13-7.1.1 (2) (a) & (b)

Delete all of (2)

MIOG/PART II/SECTION 13-7.1.1

~~Renumber (3) through (7)/(2) through (6).~~

PART II

SECTION 13. LABORATORY DIVISION AIDS TO INVESTIGATIONS

13-7 FIELD PHOTOGRAPHY

The purpose of the information under this caption is to provide some of the general guidelines pertaining to Bureau photographic matters and to list by name, description, and use the types of document copying, microfilming, general photographing, and surveillance equipment available to the various field offices. For information concerning photographic examinations conducted in the Laboratory see major topic 13-18 elsewhere in this section.

13-7.1 General Guidelines

13-7.1.1 Laboratory Photographic Responsibilities

[ (1) The Photographic Processing Unit[(PPU)]of the Laboratory (Room[1B903,]Extension [redacted] handles all general processing and mass production photographic work. This unit has the capability of doing copy work on film of documents, objects, i.e., photographs, jewelry, etc., and duplication of slides and making of slides from original art work for training purposes. [PPU handles equipment needs for darkroom and "mug shot" photography. This is defined as photographic processing and finishing, studio and "mug shot" areas to include those facilities in use within the field office and off-site facilities. PPU will also handle the design of field office darkrooms and those related areas due to moves or renovations. All related equipment selection, procurement, inventory and distribution, including sinks, cabinets, enlargers, miscellaneous darkroom equipment, processing and finishing equipment, mug shot and copying equipment that relate to the darkroom areas will also be handled by PPU.]

b6
b7C

[ The Special Photographic Unit[(SPU)]of the Laboratory (Room 3449, Extension [redacted] is responsible for all other photographic matters to include surveillance photography, nonroutine requests, unusual processing requirements, examination of photographic evidence, and all other photographic equipment requests, repairs, problems, or other inquiries. [SPU has been funded to supply the field with most photographic equipment; therefore, requests for routine photographic equipment, other than darkroom and "mug shot" equipment, should be directed to SPU through the field office Photographic Technician. SPU and PPU are the funding sources for all photographic equipment (there is no other source available to the field). If there is any doubt regarding equipment, contact SPU, for assistance and clarification. SPU also handles]all photographic tradecraft in FCI matters, as well as the Pornographic Matters Reference File.

(2) Pornographic Matters Reference File

(a) Collection of pornographic material submitted to the Laboratory when retention is authorized, if not already contained in the file, see SAC Memorandum 20-86(B), 7/8/86.

(b) Aids in determining information which may indicate the source or that the questioned pornographic material has moved in interstate commerce.

[ (2) ~~(3)~~ Submissions to the[SPU]should be by airtel under the case caption.

[ (3) ~~(4)~~ The[PPU]of the Laboratory Division oversees the areas of film processing, color and black and white enlarging and camera copywork, and slide reproduction, all on a quantitative basis.

(4) ~~(5)~~ The film processing functions are inclusive of color negative (C-41), color positive (E-6), microfilms, and all black and white negatives.

(5) ~~(6)~~ Color and black and white enlargements made from negatives are processed to specifications which can vary in dimensions of 3 1/2" X 5" to 40" x 60". There is also the capability of processing color enlargements from slides; however, this involves the preparation of an internegative which can result in the loss of resolution and color reproduction in larger prints.

[ (6) ~~(7)~~ All requests of the[PPU]must be made using the FD-523.



66-3PA-241X

ENCLOSURE

3/14

AIRTEL

3/5/93

Director, FBI

All SACs

DISCONTINUANCE OF THE PORNOGRAPHIC
MATERIAL REFERENCE FILE (PMRF)

The Laboratory Division is the curator of a large volume of obscene material known as the Pornographic Material Reference File (PMRF). Historically, the file was used to help establish Interstate Transportation of Obscene Materials (ITOM) violations. The file has been reduced to a library of obscene materials since ITOM matters are now all but nonexistent except for child pornography cases.

The child pornography cases are still actively investigated. Examinations will continue in these cases; however, the material submitted does not require comparison to the PMRF.

Procedures for disposing of pornographic materials are long-standing and well-established through instructions from FBIHQ to the field. The hard-core pornographic materials in the PMRF were submitted to the FBI Laboratory with authority granted for final disposition at the discretion of the Laboratory, either addition to the file or destruction when they no longer serve any evidentiary function. All prosecutive efforts were completed prior to the materials being added to the PMRF.

b6
b7C

1 - Mr. Potts, Rm. 5012
1 - [redacted] Rm. 5030
1 - [redacted] Rm. 5042
1 - Mr. Baugh, Rm. 5829
1 - [redacted] Rm. 5350
1 - Mr. Hicks/[redacted] Rm. 3090
1 - [redacted] Rm. 1B224
1 - [redacted] Rm. 3457
1 - [redacted] Rm. 3457
1 - [redacted] Rm. 3372-A
1 - Bufile (80-HQ-662)
1 - Manuals Desk
JMA:tf (68)

66-2319-387X
ENCLOSURE

Airtel to All SACs dated 3/4/93
Re: DISCONTINUANCE OF THE PORNOGRAPHIC MATERIAL REFERENCE FILE (PMRF)

In the remote event that the file contains a submission that should be returned and not destroyed, each field office should review their ITOM matters and determine if there is any information or items that should be returned to the field office. The office is requested to acknowledge with either a negative or positive answer NO LATER THAN APRIL 30, 1993.

A written response should be directed to: **FBI Laboratory, Special Photographic Unit, Room 3457, FBIHQ.**

# Memorandum

#161

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

To : Mr. Clarke

Date 9/29/93

From : [redacted]

b6
b7C

Subject : PROPOSED CHANGES IN THE MANUAL OF INVESTIGATIVE OPERATIONS AND GUIDELINES (MIOG) AND THE MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: To recommend procedural changes in the MIOG and the MAOP and to issue the attached "Memorandum to All Special Agents in Charge."

RECOMMENDATION: That upon approval of the manual changes (and the attached SAC Memorandum), this memorandum (with enclosure) be routed to the Manuals Desk for appropriate handling.

Manual Revised

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Crim. Jus. Info. Servs.
Ident.
Info. Mgmt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Off. of EEO Affs.
Off. of Liaison & Int. Affs.
Off. of Public & Cong. Affs.
TQM Off.

DETAILS: As a result of a suggestion from [redacted] Miami Division, a determination was made that increased efficiency and notable cost savings could be realized if a case file cover with preprinted case identifiers could be used, when appropriate, in place of case file cover forms numbered FD-245, Field Office Criminal Investigative and Administrative Files, and FD-245a, Field Office Informant and Asset Files. Form FD-245 was modified on 1/9/91 and distributed to the field. The modified form was designated Form FD-245.1, Field Office Criminal Investigative and

suggestion 168-90

Enclosure

66-2319-388

1 - Mr. Clarke
1 - ENCLOSURE 66-2319
1 - Messrs. [redacted]
1 - [redacted]
1 - Manuals Desk
1 - MIOG - 66-19197
1 - MAOP - 66-19198

GLM:glm (9)

(Continued - Over)

Unrecorded Copy Filed In

b6
b7C

Administrative Files, and includes the following preprinted case identifiers on the face of the case file cover: (1) Armed and Dangerous; (2) DO NOT DESTROY; (3) ELSUR; (4) Escape Risk; (5) Financial Privacy Act; (6) FOIPA; (7) NCIC; (8) OCIS; (9) Suicidal; and (10) Other. Form FD-245a was also modified on 1/9/91 and distributed to the field. The modified FD-245a was designated the FD-245a.1, Field Office Informant and Asset Files, and includes the following preprinted case identifiers on the face of the case file cover: (1) Armed and Dangerous; (2) DO NOT DESTROY; (3) ELSUR; (4) Escape Risk; (5) Financial Privacy Act; (6) FOIPA; (7) NCIC; (8) OCIS; (9) Suicidal; and (10) Other.

Manual changes set forth below reflect the requirement to place a check mark next to applicable preprinted case identifiers on case file covers in place of the past requirements to stamp certain case identifiers on case file covers. The Manuals Desk was contacted prior to the preparation of this manual change memorandum.

CHANGED TEXT

MAOP, Part II, 7-1.2 (1) (b), page 477, should be changed as follows:

7-1.2 Entry of Property Record

(1)(b) After entering property, terminal operator will initial and date NCIC activity block and record NCIC number in appropriate space. Terminal operator will place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file, and place "entry" data on first line of log. Terminal operator will attach serial containing entry information to original of terminal-produced printout showing entry message transmitted, computer's acknowledgement confirming acceptance of entry, and any additional NCIC records relating to the property.

MAOP, Part II, 7-2.2.2 (3), page 483, should be changed as follows:

7-2.2.2 Fugitives (Including Escaped Federal Prisoners (EFP), Probation Violators (PBV), and Bond Default) in all Classifications other than FUDE, PV, and MRV

(Continued - Over)

b6
b7C

(3) Rotor clerk will serialize document (office file copy of FD-65, original terminal-produced printout(s), and other attached information), place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file and complete "entry" and "III" data on appropriate line of log.

MAOP, Part II, 7-2.3.2 (1) (c), page 483, should be changed as follows:

7-2.3.2 FUDE, PV, AND MRV MATTERS

(c) Rotor clerk will serialize document (FBIHQ communication, original terminal-produced printout(s), and other attached information), place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file, and complete "entry" data on first line of log.

MAOP, Part II, 2-4.5.1 (1), page 303, should be changed as follows:

2-4.5.1 Restrictions

(1) Periodically, and pursuant to criteria outlined in The Plan, FBIHQ issues to the field instructions to mark certain field files/records, including auxiliary office files with 50 or more volumes/sections, with legends "Do Not Destroy: Historical Value: National Archives" and/or "X: Do Not Destroy: Historical Value: National Archives." Files so ~~stamped~~ marked are permanent and must be retained for eventual transfer to the NARA.

Changed by memo 10/25/93

MIOG, Part II, 10-9.7, page 1058, should be changed as follows:

10-9.7 ~~Stamping~~ Marking File Cover "ELSUR"

To ensure certain files are retained beyond the established file destruction period, a check mark will be placed on the ELSUR line or "ELSUR" will be stamped on the case file covers of those files containing the "results" or the "products" of electronic surveillance for every current, every preceding, every subsequent and every Sub volume to the file even though the product of the electronic surveillance may have been taken from another file or furnished by another office.

(Continued - Over)

Memorandum from [redacted] to Mr. Clarke
Re: Proposed Changes in the Manual of Investigative Operations and Guidelines (MIOG) and the Manual of Administrative Operations and Procedures (MAOP)

b6
b7C

MIOG, Part II, 10-10.9.2 (2), page 1066.21, should be changed as follows:

10-10.9.2 CCTV - ELSUR Records - Criminal Matters

(2) Absent other types of coverage, a check mark should not be placed on the ELSUR line on case file covers and the file cover shall not be stamped "ELSUR."

January 9, 1991

PERSONAL

[redacted]

Federal Bureau of Investigation
Miami, Florida

Dear [redacted]

It affords me considerable pleasure to advise you of the modified adoption of your suggestion to include preprinted identifiers on Form FD-245, which you submitted. As a token of my appreciation for your excellent suggestion, I would like to present you with a cash award.

As a result of your suggestion, it was determined all file jacket covers, except Form FD-245d for Personnel Files, should be revised to include preprinted identifiers. However, all of the identifiers which you suggested will not be placed on every jacket cover. In regard to the "FEDERAL GRAND JURY" warning stamp, the Manual of Administrative Operations and Procedures requires that the stamp be placed only on reports, memoranda containing grand jury material, and the grand jury subpoenas themselves. Once serials have so been identified, the FBI must comply with Rule 6(e), Federal Rules of Criminal Procedure. It was, therefore, recommended that the "FEDERAL GRAND JURY" identifier should not be preprinted. It is believed the adoption of your suggestion will benefit the operations of the field offices immensely, and a cost savings will be realized. I thank you for your suggestion, and I hope you will continue to share your ideas through the Suggestion Program.

Sincerely yours,

William S. Sessions
Director

MAILED 42
JAN 9 1990
FBI

APPROVED:

| | | | |
|---|---|---|---|
| Director | Adm. Servs. | Laboratory | Off. of Liaison & Int. Affs. |
| Dep. Dir. | Crim. Inv. WMB/LKP/MJ | Legal Coun. JDT | |
| ADD-Adm. | Ident. | Tech. Servs. | Off. of Public Affs. |
| ADD-Inv. | Info. Mgmt. | Training | |
| | Inspection | Cong. Affs. Off. | |
| | Intell. WDM/LKP | Off. of EEO | |

Enclosure

1 - SAC, Miami (Personal Attention) Enclosures (2) ($500 award)
The amount of the award is based on the Office of Personnel Management guidelines which allow the granting of an award of moderate value for intangible savings when it affects functions and personnel of a large bureau.

You should personally present this award and should this not be possible or should presentation be unreasonably delayed by your absence official acting for you should present it. Inform employee net amount of check represents this award less withholding tax

MCH:lh (7) Award #922-91 Suggestion #168-90

Dep. Dir. ____
ADD Adm. ____
ADD Inv. ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Rec. Mgmt. ____
Tech. Servs. ____
Training ____
Cong. Affs. Off. ____
Off. of EEO ____
Off. Liaison & Int. Affs. ____
Off. of Public Affs. ____
Telephone Rm. ____
Director's Sec'y ____

MAIL ROOM

tdc-2319-388

ENCLOSURE

See Page 2

[redacted]

R-6856

[redacted]

b6
b7C

1 - Criminal Investigative Division - Enclosures (11)
Appropriate action will be taken by the Forms and Reports Management Desk, IMD, to implement this suggestion. They will coordinate with your division for approval of the final form.
1 - Forms and Reports Management Desk, IMD - Enclosures (11) - For Action
Please take the necessary steps to ensure this suggestion is implemented and coordinate your actions with the Criminal Investigative Division and advise the Suggestion Desk when implemented.
1 - Personnel file of [redacted] - Enclosure
NOTE: Suggestion set forth in letter to suggester and FD-252 dated 5/29/90. IMD addendum 7/2/90 recommended adoption and the preprinted identifiers be included on Forms FD-245a, FD-245b and FD-245c. Addenda of INTD 7/11/90; CID 8/24/90; INSD 9/11/90 and LCD 9/15/90, 11/14/90 concurred with modifications. The Forms and Reports Management Desk, IMD will ensure implementation of the suggestion and coordinate with CID. Therefore, upon approval, suggester being informed that his idea is being adopted with modifications. Views attached.

Employee Suggestion
FD-252 (Rev. 9-11-59)

#168-90

| Date | |
|---|---|
| 5/29/90 | |

| To: | From: (Suggester's name) | Division of Assignment | b6 b7C |
|---|---|---|---|
| Director, FBI | | Miami | |

SUGGESTION

Change the File Jacket Cover (FD-245a) to include preprinted identifiers that could be checked or otherwise marked to indicate various techniques (i.e. ELSUR); warnings (i.e. Armed and Dangerous); or other items that need to be highlighted (i.e. OCIS, Do Not Destroy). Example attached.

form FD-245, FD-245.1, FD-245a
form FD-245a.1, FD-2456, FD-2456.1
form FD-245c and FD-245c.1

Current practice or rule (Include manual citation as well as facts)

See attached.

Advantages of suggestion and annual savings (include basis for estimate)

Change will eliminate the various and numerous stamps that are now maintained by each rotor and/or Supervisor in the field. By having the areas preprinted on the jacket, it will also serve as an immediate reminder to SSAs, agents and support personnel of the need to properly mark the file jacket.

Annual savings - unknown....it would be the cost of the printing the jackets versus the annual cost to purchase stamps and ink pads.

Disadvantages of suggestion

Additional cost, if any, for the additional printing.

(The use by the United States of my suggestion shall not form the basis [redacted], or assigns upon the United States. I understand that I will be considered [redacted] adopted within two years after submission.)

SSA

[X] Mr. [ ] Mrs. [ ] Miss

Signature and Title of Suggester

Recommendations and comments of Division Head -

Suggestion merits consideration which may result in cost savings -

[redacted] - ASAC

Signature and Title

(Do not write in this space - for Bureau use only)

See ASD addendum p. 11

FBI/DOJ

Numerous manual citations require the marking of a file jacket to reflect certain type of information that is contained in the file or that a technique was used. Some examples include the following:

NCIC - MAOP Part II, 7-1.2(1)(b) "Terminal operators may also stamp "NCIC" on case file jacket...";

ELSUR - MIOG Part II, 10-9.7 "...the file cover...wil be stamped "ELSUR"..."; and

DO NOT DESTROY - MAOP Part II, 2-4.5.1(1) "FBIHQ issues...instructions to stamp certain field files/records "Do Not Destroy: Historic Value: National Archives"...".

In addition, files are routinely stamped to reflect that they contain Federal Grand Jury information subject to Rule 6(e); that information from the file has been entered into OCIS; or that a file contains a subject(s) that are armed and dangerous (A&D) or similar caution statements.

change manual
Subject covers are preprinted & must be checked in the appropriate line

Re: Suggestion #168-90, dated 5-29-90, from the Miami Office

ADDENDUM OF THE RECORDS MANAGEMENT DIVISION (RMD), 7-2-90.
SHM:shm

The RMD has reviewed referenced suggestion that the File Jacket Cover (FD-245a) should include preprinted identifiers that could be checked to indicate various entries (i.e. ELSUR, NCIC) and/or warnings or other items needed to be highlighted (i.e. Armed and Dangerous, Do Not Destroy).

The RMD interposes no objection to the suggestion that the FD-245a be preprinted with various markings/warnings. RMD feels that this would eliminate the costly and time consuming task of ordering specific stamps for all rotor personnel in a division. This suggestion would also serve as an instant verification to all employees who would handle that specific file, as to what information is contained within, (i.e. ELSUR matters, NCIC entries, Armed and Dangerous subject). However, if approved, RMD suggests that the markings/warnings be also printed on file backed covers FD-245, 245b and 245c, in addition to FD-245a. Additionally, it is suggested that comments and recommendations be solicited from the Criminal Investigative and Intelligence Divisions to determine if there are other/similar markings/warnings that would be appropriate for preprinting on the aforementioned file jacket covers.

RECOMMENDATION:

(1) That adoption of referenced suggestion be contingent upon favorable comments and recommendations of the Criminal Investigative and Intelligence Divisions.

APPROVED: Adm. Servs. Legal Coun. Off. of Liaison
Public Affs.
Laboratory Off. of EEO

(2) If approved, recommend that forms FD-245, 245a, 245b, and 245c be revised as suggested at time of next printing.

APPROVED:

Re: Employee Suggestion 168-90, Miami Field Office, dated 5/29/90.

ADDENDUM: INTELLIGENCE DIVISION, 7/11/90, RMT/rmt.

The Intelligence Division (INTD) has reviewed referenced suggestion of [redacted] Miami Field Office, that proposes the File Jacket cover (FD-245a) be modified to include pre-printed identifiers that could be checked or otherwise marked to indicate various techniques (i.e. ELSUR); or warnings (i.e. ARMED AND DANGEROUS); or other items that need to be highlighted (i.e. OCIS, DO NOT DESTROY).

b6
b7C

RECOMMENDATION: INTD recommends adoption.

b6
b7C

Suggestion #168-90 from SSA [redacted] dated 5/29/90

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION (CID); JCG, 8/24/90

CID has reviewed the attached Suggestion #168-90 from Supervisory Special Agent (SSA) [redacted] Miami Division. Suggestion #168-90 recommends that the File Jacket Cover (FD-245a) be changed to include preprinted identifiers that could be marked to indicate various techniques, warnings, or other items that need to be highlighted (i.e. ELSUR, Do Not Destroy).

CID believes that this suggestion has merit in that the preprinted File Jacket Covers would save a reasonable amount of clerical time, provide convenience, and serve as a reminder to persons handling the file to properly mark the file.

In accordance with the Addendum of the Information Management Division, CID suggests that case disposition and legal milestones also be listed such as Grand Jury, Arrests, Indictments, Convictions, Acquittals, Pleas, Administratively Closed. Additionally, CID proposed that "FOIPA" be added to the list of identifiers on the File Jacket Covers.

It is suggested the Do Not Destroy Identifier be separated from the other identifiers to highlight its presence and importance. In addition, this identifier should be clarified to explain the reason for non-destruction, such as Do Not Destroy - Pending Civil Litigation. It is suggested that further clarification of this identifier be solicited from the Legal Counsel Division.

CID recommends coordination with the Inspection Division if this suggestion is implemented, allowing compliance with the Manual of Investigative Operations and Guidelines and Manual of Administrative Operations and Procedures, and assuring that the appropriate changes in these manuals are executed.

| APPROVED: | Adm. Servs. | Legal Coun. | Off. of Liaison & Int. Affs. |
|---|---|---|---|
| | Crim. Inv. | Rec. Mgnt. | |
| Director | Ident. | Tech. Servs. | Off. of Public Affs. |
| Dep. Dir. | Inspection | Training | |
| ADD-Adm. | Intell. | Cong. Affs. Off. | |
| ADD-Inv. | Laboratory | Off. of EEO | |

The CIIS:SPU poses no objection to the appearance of the suggested "identifiers" on information/arrest file covers. The identifiers do not affect the information flow.

MJK 11/2/90

Re: Suggestion #168-90, dated 5/29/90, from the Miami Office

ADDENDUM: INSPECTION DIVISION; JHT:cs; 9/11/90

The Inspection Division, Office of Inspections (OI) has reviewed referenced suggestion that the File Jacket Cover (FD 245A) include appropriate preprinted identifiers. The OI concurs that the suggestion has merit and would serve as a meaningful reminder for all employees to ensure that file jackets are marked in compliance with applicable rules and regulations. OI suggests that the case agent and supervisor be requested to certify during the file review process that all files requiring utilization of identifiers have been appropriately checked and highlighted. This certification would serve as an effective management control to ensure compliance with all applicable rules and regulations concerning the proper markings required on File Jacket Covers (FD 245A).

Case file reviews in MSOP, II, 1-1.4(2) p. 245

APPROVED:
Director
Exec. Dir.
ASD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Rec. Mgmt.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

b6
b7C

Suggestion #168 from SSA [redacted] dated 5/29/90.

ADDENDUM: LEGAL COUNSEL DIVISION (LCD): AAA, 9/15/90.

With respect to the proposal to preprint file jacket covers with various identifiers, the following observations are made specifically concerning the "GRAND JURY MATERIAL" imprint. First, MAOP, Part II, 9-9, requires only that the warning stamp be placed on reports, memoranda containing grand jury material, and the grand jury subpoenas themselves. Second, once these serials have been so identified, compliance with Rule 6(e), Federal Rules of Criminal Procedure, requires that no further dissemination take place unless otherwise provided by the Rules. Strict adherence to Rule 6(e) requires that material identified as a matter occurring before the grand jury be secured in a place where access is limited to those with a right to see the material. This group does not include the entire body of FBI personnel which generally has access to FBI files. Third, the more the FGJ stamp is used, the more often innocuous facts are converted into grand jury material by identifying these facts as "occurring before the grand jury." For the above reasons, the grand jury material stamp should not be preprinted of file jacket covers.

Re: Employee suggestion #168-90, Miami Field Office, dated 5/29/90.

Addendum: Legal Counsel Division (LCD). JD/cfr

The Legal Counsel Division (LCD) has reviewed employee suggestion #168-90 which proposes changing the File Cover Jacket (FD 245a) to include preprinted identifiers that could be marked to indicate items that need to be highlighted. LCD recommends the change with the following observations.

1. LCD concurs with the suggestion by the Criminal Investigative Division (CID) that the "DO NOT DESTROY" identifier be separated from other identifiers to highlight its importance. Also, the reason for non-destruction should be designated. MAOP, Part II, 2-4.5.1 identifies restrictions to the destruction of field office files and records. Consequently, the "DO NOT DESTROY" imprint should have three subcategories identified as "Historical Value: National Archives"; "FOIA/PA Requests"; and "Pending Civil Litigation".

2. The following observations are made specifically concerning the "GRAND JURY MATERIAL" imprint. First, MAOP, Part II, 9-9, requires only that the warning stamp be placed on reports, memoranda containing grand jury material, and the grand jury subpoenas themselves. Second, once these serials have been so identified, compliance with Rule 6)e), Federal Rules of Criminal Procedure, requires that no further dissemination take place unless otherwise provided by the Rules. Strict adherence to Rule 6(e) requires that material identified as a matter occurring before the grand jury be secured in a place where access is limited to those with a right to see the material. This group does not include the entire body of the FBI personnel which generally has access to FBI files. Third, the more the FGJ stamp is used, the more often innocuous facts are converted into grand jury material by identifying these facts as "occurring before the grand jury". For the above reasons, the grand jury material stamp should not be preprinted on file jacket covers.

Re: Suggestion 168-90, Miami Field Office, dated 5/29/90.

Addendum: Administrative Services Division (ASD), 11/28/90, WTT:rlr

The Administrative Services Division (ASD) has reviewed reference suggestion with regard to the possible inclusion of preprinted identifiers on the FD 245d, (File front and back) Personnel File. While the suggestion has merit regarding the 245 (criminal), 245a (Informant), 245b (legal), 245c (security), the ASD does not recommend that the identifiers be added to the 245d (Personnel File).

Background investigations on new applicants involve a multitude of investigative checks which are too numerous to list on the front of the file jacket. Currently, separate check sheets are used by analysts at FBIHQ and correlators in the field offices to ensure that the appropriate leads have been covered. To incorporate this type of check list on the file jacket would not only duplicate the recording of applicant leads as they are covered, but would completely fill the front of the file jacket with superflous information.

~~SECRET~~

DECLASSIFIED BY 60322/UC/LRP/PLJ/bls
ON 06-04-2010

Re: Employee Suggestion 168-90, Miami Field Office, dated 5/29/90.

ADDENDUM: INTELLIGENCE DIVISION (INTD) 11/29/90, TWR:rgp

The CI-3-F Unit (Asset Unit), INTD, has reviewed referenced suggestion of [redacted] Miami Field Office, regarding the proposed modifications to the File Jacket Cover (FD-245a) in order to provide for pre-printed information or caution statements, which under current procedures must be individually stamped. Based on this review, the Asset Unit, INTD, recommends that the FD-245a.1, which pertains specifically to "Field Office Informant and Asset Files," be limited to the following pre-printed information: ELSUR, IIS and DO NOT DESTROY. It is further suggested that the DO NOT DESTROY category, as suggested in Legal Counsel Division's addendum, be further divided by the three subcategories of "Historical Value: National Archives," "FOIA/PA Request," and "Pending Civil Litigation."

b6
b7C

APPROVED:
Director
Dep. Dir.
ADD-Adm.
ADD-Inv.
Adm. Servs.
Crim. Inv.
Ident.
Info. Mgnt.
Inspection
Intell.
Laboratory
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. of Liaison & Int. Affs.
Off. of Public Affs.

RAM/GMD

Classified by: 9954
Declassify on: OADR

~~SECRET~~

FD-252 SSA [redacted] to Assistant Director 5/29/90 b6 b7C
IMD addendum 7/2/90
INTD addendum 7/11/90 and 11/29/90
CID addendum 8/24/90 and 11/30/90
INSD addendum 9/11/90
LCD addendum received 11/14/90
ASD addendum 11/28/90
RE: CASH AWARD FOR SUGGESTION

ADDENDUM: SUGGESTION DESK, ADMINISTRATIVE SERVICES DIVISION (ASD)
MCH 12/3/90

Supervisory Special Agent [redacted] GM 14, Miami Division, submitted a suggestion to modify Form FD-245a, File Jacket Cover, to include preprinted identifiers that could be checked or otherwise marked to indicate various techniques or other items which need to be highlighted.

This suggestion was evaluated by the Information Management (IMD), Intelligence (INTD), Criminal Investigative (CID), Inspection (INSD), Legal Counsel (LCD) Divisions and ASD. The IMD recommended that Forms FD-245, 245b and 245c be included in the revision. LCD recommended the identifier "GRAND JURY MATERIAL" not be included as an identifier. INTD further recommended that FD-245a.1 be limited to "ELSUR, IIS and DO NOT DESTROY", with the appropriate subheadings.

Based on the above recommendations, the Miami Division was solicited for views on whether this would result in monetary savings. ASD was advised there would be considerable savings in the continuous replacement of stamps and stamp pads as well as typist time saved in stamping file jacket covers with the correct stamp. The Forms and Reports Management Desk, IMD, advised the field uses over 500,000 file jacket covers per year. Therefore, ASD recommends adoption of the suggestion and the granting of a cash award to SSA [redacted] in accordance with the guidelines set forth by the Office of Personnel Management which allows for the granting of a minimum award when the suggestion affects the functions, mission or personnel of a large bureau. Personnel file and BPMS reviewed; nothing noted therein to preclude recognition.

RECOMMENDATION:

[redacted]

(1) That a letter of appreciation be afforded [redacted]

APPROVED: Adm. Servs. Laboratory Off. of Liaison & Int. Affs.
Crim. Inv. Legal Coun. Off. of Public Affs.
Director Ident. Tech. Servs.
Exec. Dir. Info. Mgmt. Training
Asst. Dir.-Adm. Inspection Cong. Affs. Off.
Asst. Dir.-Inv. Intell. Off. of EEO

(2) That SSA [redacted] be granted a cash award of $500.

APPROVED: Adm. Servs. Laboratory Off. of Liaison & Int. Affs.
Crim. Inv. Legal Coun. Off. of Public Affs.
Director Ident. Tech. Servs.
Exec. Dir. Info. Mgmt. Training
Asst. Dir.-Adm. Inspection Cong. Affs. Off.
Asst. Dir.-Inv. Intell. Off. of EEO

1/8/91

FD-245.1 (Rev. 1-9-91)

U.S. Department of Justice

~~No printing at this time.~~
~~Master returned to Special Projec~~

Classification No.

File No.

# Federal Bureau of Investigation

printed

Bureau File Number _____

Volume Number

Serials

## Field Office Criminal Investigative and Administrative Files

| | |
|---|---|
| _____ Armed and Dangerous | _____ FOIPA |
| _____ DO NOT DESTROY | _____ NCIC |
| _____ ELSUR | _____ OCIS |
| _____ Escape Risk | _____ Suicidal |
| _____ Financial Privacy Act | _____ Other _____ |

See also Nos. _____

U.S. Department of Justice

No printing at this time.
Master returned to Special Projects.

printed

# Federal Bureau of Investigation

Classification No.

File No.

Bureau File Number _____

Volume Number

Serials

## Field Office Informant and Asset Files

| | |
|---|---|
| _____ Armed and Dangerous | _____ FOIPA |
| _____ DO NOT DESTROY | _____ NCIC |
| _____ ELSUR | _____ OCIS |
| _____ Escape Risk | _____ Suicidal |
| _____ Financial Privacy Act | _____ Other _____ |

See also Nos. _____

FD-245b.1 (Rev. 1-9-91)

U.S. Department of Justice

No ~~printing at this time~~.
~~Master returned to~~ Special Proj

not printed yet
9/3/92
Ave

Classification No.

File No.

# OFFICE OF LEGAL ATTACHE

Legat _____

Bureau File Number _____

Field Office Criminal Investigative and Administrative Files

Serials

Volume Number

_____ Armed and Dangerous
_____ DO NOT DESTROY
_____ ELSUR
_____ Escape Risk
_____ Financial Privacy Act

See also Nos. _____

_____ FOIPA
_____ NCIC
_____ OCIS
_____ Suicidal
_____ Other _____

FD-245c.1 (Rev. 1-9-91)

U.S. Department of Justice

No printing at this time
Master returned to Special Projec

printed

# Federal Bureau of Investigation

Classification No.

File No.

Bureau File Number _____

Volume Number

Serials

## Field Office Security Investigative Files

_____ Armed and Dangerous
_____ DO NOT DESTROY
_____ ELSUR
_____ Escape Risk
_____ Financial Privacy Act

See also Nos. _____

_____ FOIPA
_____ NCIC
_____ OCIS
_____ Suicidal
_____ Other _____

Memorandum

#266

To : Mr. Baugh

Date 6/6/94

From :

b6
b7C

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Tech. Servs.
Training
Cong. Affs. Off.
Off. of EEO
Off. Liaison & Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

Subject : PROPOSED CHANGES IN THE MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP) AND LEGAL ATTACHE MANUAL (LAM)

PURPOSE: To recommend the following changes in the Manual of Administrative Operations and Procedures (MAOP) and Legal Attache Manual (LAM).

DETAILS: REASON FOR CHANGE

The following changes are required in association with the creation of the Employee Security File (67 Sub S) which is to be established whenever a personnel security related document is initiated by FBIHQ or the field and is to contain all original FBIHQ and field related personnel security documents. This memorandum was coordinated with the Manuals Desk.

CHANGED TEXT

MAOP, PART I, 11-1.3, should read as follows:

11-1.3 Personnel File and Bureau Property

(1) The following items should be sent to the new office by the SAC or division head of the old office: An employee's previously submitted Confidential Disclosure Reports

ENCLOSURE

Enclosure

66-2319

1 - Mr. Baugh (Division Manual Control Folder), Room 5342
1 - [redacted] Room 5331
(Attn: [redacted]
1 - [redacted] Room 5734
1 - Manuals Desk, Room 5447
1 - [redacted] Room 5365
1 - 66-19198 (MAOP)
1 - 66-19079 (LAM)
JAT:jat (8)

66-2317-389

(CONTINUED - OVER)

RECORDED COPY FILED IN

(SF-450) and/or Conflict of Interest Certifications, personnel file, Employee Medical File System (EMFS) subfile, Employee Security subfile, field firearms training record (FD-40), duplicate property record (FD-107), health report card, if any, electrocardiogram tracings, and report of medical history (SF-93). Medical documents generated prior to the establishment of the EMFS subfile should be contained in the personnel file. (See MAOP, Part I, Section 20-4). Cover letter, Records Transferred of Personnel Transferred Form (FD-109) should be used to forward files. Send Form FD-475 (Physical Examination Card) if used for records purposes. Files are to be forwarded by the first workday following employee's departure on transfer. Refer to Leave Administration Guide regarding leave records.

(2) Same

MAOP, PART I, 20-4, should read as follows:

20-4 Personnel Files - Field

(1) Same

(2) Same

(3) A separate security file is to be created as a subfile to the employee's personnel file and designated Sub S whenever a security adjudication is initiated at FBIHQ, or whenever a personnel security-related document is generated by the field, or whenever a similar document is received from FBIHQ. To illustrate, if the employee's existing file is numbered 67-BF-12345, the corresponding Employee Security subfile will be numbered 67-BF-12345 Sub S.

(a) The Employee Security File subfile will contain documents such as:

1. FD-190 Interview

2. Polygraph examinations

3. Relative sheet

(CONTINUED - OVER)

4. All background matters

5. SF-61 appointment affidavits

6. 2-46 FBI pledge

7. FD-291 employment agreement summary brief

8. OPF - Official Personnel Folder

9. FD-294 Agency check results

10. FD-814 Five Year Reinvestigation Questionnaire

11. Bankruptcy

12. Administrative inquiry pertaining to security

13. Roommate background check matters

14. FD-388 marriage background and FD-292 marriage status

15. Foreign travel information of any kind (FD-772)

16. Security clearances, briefing and debriefing material

17. Bureau employee residing in close proximity to communist bloc personnel

18. SF-189 nondisclosure agreement

19. Bureau acquaintance interview

20. Five-year reinvestigation results

The security subfile will accompany the main personnel file to an employee's new office upon transfer. When an employee retires, resigns, etc., both files will be forwarded to FBIHQ in accordance with the guidelines in MAOP Part I, Section 20-4 (4)

(CONTINUED - OVER)

(4) When an employee transfers to FBIHQ or becomes an SAC, the personnel file, the EMFS subfile and the Employee Security subfile are sent to FBIHQ. The files of an employee who resigns or retires should be retained for 90 days and then sent to FBIHQ for final disposition. The files of a permanent or temporary indefinite employee leaving for military service are maintained in the field office inasmuch as employees have certain mandatory restoration rights and may return to that office, and because, in their absence, they have a right to be considered for promotions that arise. The file should thus be available for review for qualifications. Upon notification from FBIHQ that an employee no longer has restoration rights, the files are to be forwarded to FBIHQ. (See (2) above & MAOP, Part II 2-4.2.1(4).)

(5) The main personnel file and the corresponding EMFS subfile and Employee Security subfile must be kept under lock and key under the SAC's supervision in such a manner that no employee will have access to his/her own file. The employee designated by the SAC to maintain personnel files will be responsible for designating the items for inclusion in the EMFS subfile and limiting access to the files due to the sensitive medical and psychological material that is occasionally contained in the subfiles. In field offices having a permanent Health Service, this duty should be assigned to the Registered Nurse.

MAOP, PART II, 2-4.2.1, should read as follows:

2-4.2.1 Classification - 67 -

(1) Same

(2) Same

(3) Same

(4)

(a) Employees' personnel files, including the Employee Medical File System (EMFS) subfile and the Employee Security subfile, are to be kept under lock and key under the supervision of the SAC. These files are to be sent to FBIHQ when an employee is designated SAC or transfers to FBIHQ.

(CONTINUED - OVER)

Files of employees who resign or retire shall be retained 90 days and then sent to FBIHQ where duplicate records will be destroyed immediately and nonduplicative records will be integrated into the Official Personnel Folder. When permanent or temporary indefinite employees leave to enter the military service, retain files in field office. Upon notification from the Bureau that restoration rights of an employee have expired, the personnel files are to be forwarded to FBIHQ. (See MAOP, Part I, 20-4; Legal Attache Manual, 4-3).

(5) Same

LAM, 4-3, should read as follows:

4-3 Field Personnel Files

Separate field personnel files shall be maintained by the Legal Attache on each employee. The main personnel file shall contain personnel summaries forwarded by FBIHQ and all pertinent material relative to the employee's services while assigned abroad. A separate medical file is to be created as a subfile to the employee's personnel file and designated sub M. The Employee Medical File System (EMFS) subfile should contain communications relating to physical examination reports, medical records, and doctor's certificates. (For more detail, see MAOP, Part I, 20-4.) In addition a separate security file is to be created as a subfile to the employee's personnel file and designated sub S. The Employee Security subfile should contain all original FBIHQ and field security related documents, including the original background investigation, five-year reinvestigation, and other original personnel security documents. (For more detail, see MAOP, Part I, 20-4.) When an employee transfers to FBIHQ, or resigns or retires, the files shall be retained 90 days then forwarded to FBIHQ for final disposition. Upon designation of Assistant Legal Attache to position of Legal Attache, the field personnel files of the designee should be forwarded to FBIHQ for maintenance.

(CONTINUED - OVER)

Memorandum from [redacted] to Mr. Baugh dated 6/6/94 b6 b7C
Re: Proposed Changes In The Manual Of
Administrative Operations And Procedures
(MAOP) and Legal Attache Manual (LAM)

INDEXING

The MAOP Index should be changed to reflect the following information:

Security Subfile, employee's, I, 11-1.3, 20-4; II, 2-4.2.1

SAC MEMORANDUM

The field was advised by airtel dated 7/24/92, copy attached.

RECOMMENDATION: That upon approval of the above manual changes, this memorandum be routed to the Manuals Desk for appropriate handling.

APPROVED:
Director
Deputy Director

Crim. Inv. ____ Laboratory ____ Off. of EEO
Crim. Jus. Info. Servs. ____ Legal Counsel ____ Affairs ____
National Sec. ____ Off. of Public
Finance ____ Personnel ____ & Cong. Affs. ____
Info. Res. ____ Training ____
Inspection ____

0-9 (Rev. 3-16-79)

File Services Unit

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____ DATE: 7/24/92

FROM: Director, FBI (67-80008)

TO: All SACs
All LEGATs
RCA, Northeast Regional Computer Support Center
RCA, Western Regional Computer Support Center
Savannah Information Technology Center
Butte Information Technology Center

EMPLOYEE SECURITY FILE
PERSONNEL SECURITY DOCUMENTS

For privacy and security reasons, effective 8/1/92, all original FBIHQ and field security-related documents, including the original background investigation, five-year reinvestigation, and other original personnel security documents are to be maintained in a Subfile (67 Sub S) to the Official Personnel File.

At FBIHQ, the Sub S File will be established whenever a security adjudication is initiated. All security-related documents, as described above, will be removed from the original 67 File and placed into the Sub S File. Other recipients of this communication will establish the Sub S File and remove all security-related documents from the employee's original 67 File whenever a personnel security-related document is generated by the field or whenever a similar document is received from FBIHQ.

1 - Mr. Clarke
1 - Mr. Greenleaf
1 - Mr. Gow
1 - Each Asst. Director
1 - Mr. Stoops
1 - [redacted]
1 - Mr. O'Brien
1 - [redacted]
1 -
1 -

1 - [redacted]
1 -
1 -
1 -
1 -
1 -
1 - Mr. Collingwood
1 - Mr. Guido
1 - Mr. Perez
1 - [redacted]
1 - Manuals Desk

b6
b7C

NOTE: [redacted] to Mr. Christensen memorandum dated 5/4/92, captioned as above, provided approval to establish the ESF as a Subfile to the OPF.

RDP:trj (194)

File with memo 4/Harris

66-3317-387

ENCLOSURE

1145479-000 --- 66-HQ-2319 --- Section 140 (935434)

Rentag

1145479-000 --- 66-HQ-2319 --- Section 174 (935436)

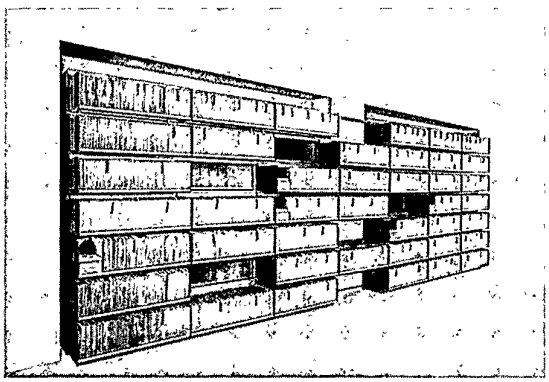
## *Vast Space Savings!*

Conserv-a-file V eliminates the number of aisles formerly needed by providing 2 rows in1.

## *Far Greater Capacity!*

Its dual row capacity enables Conserv-a-file V to hold many more records, checks, tape reels or books in a given area than any other equipment . . . yet its cost is remarkably low.





## *More Efficient!*

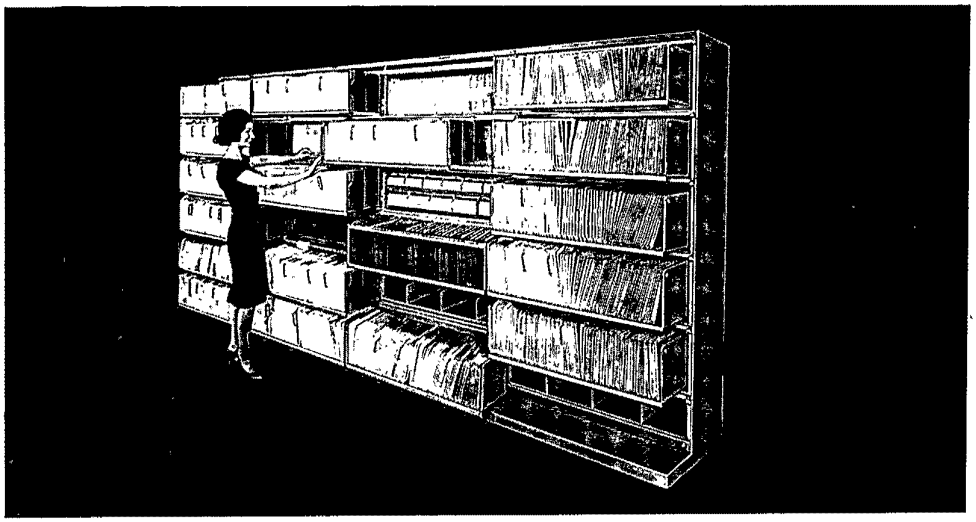
Conserv-a-file V makes the filing area so compact that 85% of the walking and many of the other filing motions are eliminated. Standing or seated between two general filing units, a clerk has the equivalent of 40 drawers of files at her finger-tips without moving! Speed and efficiency are thus greatly increased.

## *Extremely Flexible!*

Conserv-a-file V is individually engineered to meet the needs of any installation. May be constructed to any length and varying heights. It's so flexible it can even surround a post!

# *Conserv-a-file V for general filing*

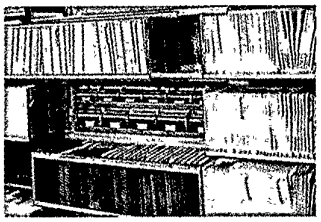
*The most important advance in the history of filing.*



Conserv-a-file V for general filing holds more, saves more space, is more efficient than any other equipment. In a given area, it holds up to 3 times as many records as mechanized files, drawer files or shelf files and . . . in its most expensive version, costs but slightly more than shelf filing.

## *Takes Any Folder Or System*

Requires no records conversion. Adapts to any filing system. The cradles of any unit can be made to take any folder, combination of folders, card trays or special size media.



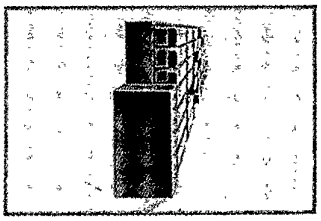
## *Requires Minimum Aisle Space*

Because Conserv-a-file V requires no drawer pull-out area, 30-inch or even 26-inch aisles are perfectly adequate.



## *2 Rows In Depth Of A Single Drawer File*

The depth of Conserv-a-file V is no greater than that of the average drawer file. It provides the only known way to increase capacity when files must be against a wall.



## *Outer Cradles Roll Effortlessly*

Unique suspension system enables entire row of outer cradles to be rolled aside with less effort than it takes to pull out a conventional file drawer.



## SPECIFICATIONS:

*Closures:* Doors, locks, dust protectors of any type are custom designed and engineered to suit the particular needs of an installation.

*Suspension System — Outer Cradles:* Suspension tracks are made of anodized aluminum specially contoured to match the rollers of the cradles.

*Suspension System — Inner Cradles:* Standard or full suspension (FS) Suspension System. Latter system equipped with 21-strand plastic coated airplane control cables which insure perfect tracking. Eliminates the torque normally encountered when rolling out a conventional file drawer. The elimination of this wear factor adds to the life of the suspension system twenty-fold over conventional file cabinets.

*Stability:* Conserv-a-file V cannot be tipped over even if all the outer cradles are full and the inner ones empty. No anchoring is ever necessary.

*Safety and Silence:* The ends of the outer cradles are cushioned with polyurethane foam for silence and safety. No metal ends ever touch. Hands pushing one cradle cannot be injured even if the adjoining cradle is accidentally pushed against them.

*Floor Load Factor:* As a consequence of a ratio of steel to content of approximately .75:1, as against a ratio of approximately 2.0:1 per lineal inch of content of conventional files, it is possible to increase the capacity within a given area without adding to the floor load.

*Anti-Friction Bearings:* All metal-to-metal contact is eliminated by employing anti-friction bearings equipped with tires of a space-age plastic. They're practically impervious to wear and reduce pull-out and lateral movement effort to ounces.

*Leveling Domes:* The base of Conserv-a-file V is equipped with screw-type leveling domes, making shims unnecessary.

*File Cradle Equipment:* Dividers, adjustable every two inches, are provided. Sway blocks, which provide an instant working "V" at any point, or hanging file folder frames, are also available. Special requirements to order.

*Construction:* Conserv-a-file V is precision-manufactured of prime furniture steel.

*Colors:* #50 Grey, #52 Light Grey, #60 Olive Green, #62 Mist Green, #70 Desert Sage, #72 Light Desert Sage, #75 Beige, #80 Brown, #90 Black, or specially matched colors if desired.

## DIMENSIONS:

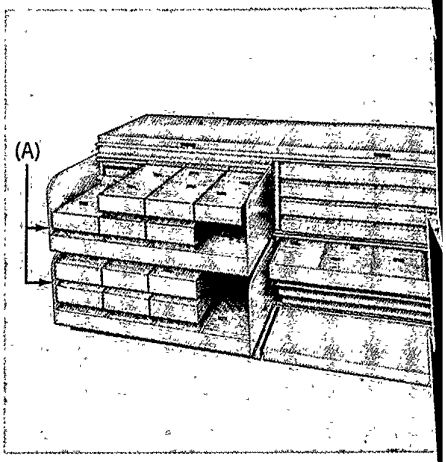
*Depth:* Letter size – 29¾"; legal size – 35¾" (units with only stationary inner file shelves measure approximately 2" shallower in depth).

Note: inner files can be made stationary if desired.

*Width:* Starting modules – 36¾", additional modules – 36". Conserv-a-file V for general filing available only in these widths.

*Height:* 5-tier–64"; 6-tier–76"; 7-tier–88"; 8-tier–100"; 9-tier–112". Depth and height may be contracted or expanded to suit special needs.

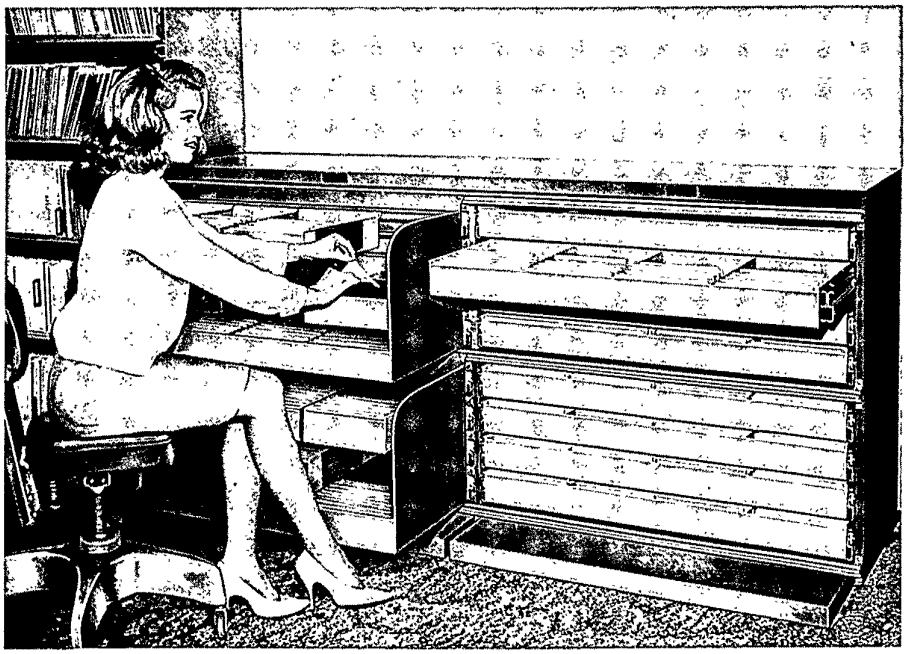
Two outer lateral cradles (A) may be rolle
right to permit access to rear section drawe
roll out.



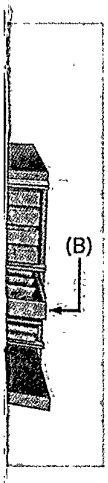

# *Conserv-a-file V for Check, tab and Card filing*

*A capacity equal to mechanized files at one third the cost plus sit-down filing efficiency.*

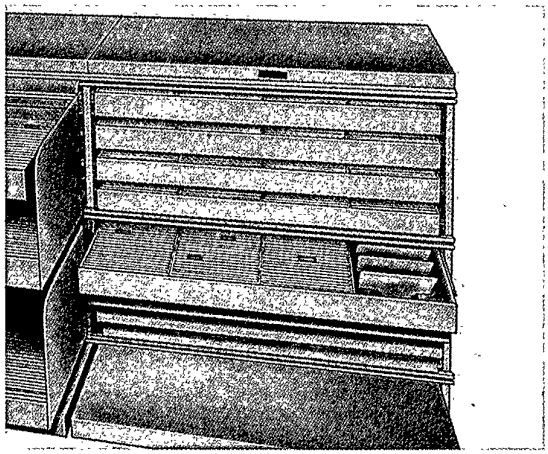
Adapted to check, tab and card filing, Conserv-a-file V offers impressive benefits . . . enormous capacity in a confined area . . . great increase in visibility, accessibility and efficiency . . . ease and comfort of sit-down filing . . . all at one third the cost of mechanized files. The specifications and description detailed here are based on a 2 module unit, though, as with all Conserv-a-file V units, it may be built to any length and varying heights to meet the needs of the specific installation.



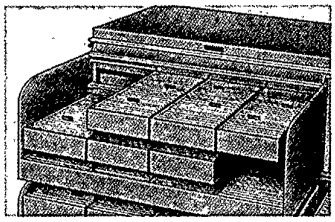
to left or (B) which

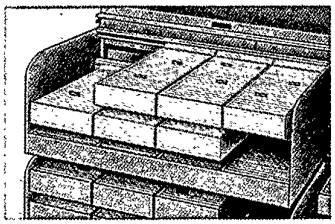



The two 42" rear sections contain 8 tiers each of full suspension cradles. Cradles are subdivided into 4 compartments*, each equipped with 3 adjustable sway blocks that provide an instant working "V" at any point.



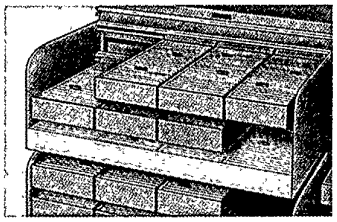
There are three storage levels in each outer cradle which consist of . . .

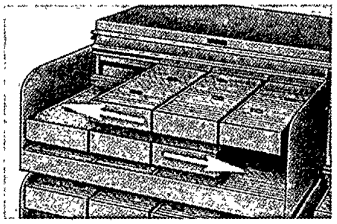




and top and middle storage levels made up of 3 individually mounted trays* which

a stationary base section subdivided into 4 compartments*





may be rolled to right or left within the frame of the outer cradle to permit access to the compartment underneath.

*These specifications slightly different for 5" x 3" card adaptation. See specifications.

## SPECIFICATIONS:

(Based on two 42" modules)

### FOR CHECK FILES:

*Overall Dimensions:* 84¾" wide x 35¾" deep x 40" high (Starting modules 42¾" wide, additional modules 42").

*Capacity:* 1239 lineal filing inches or 185,850 checks.

*Suspension Systems:* Cradles of rear sections available in FS suspension only.

Suspension tracks of anodized aluminum. Anti-friction bearings have tires of space-age plastic. Practically impervious to wear. No metal to metal contact. Sides of moveable trays in outer lateral cradles fitted with cushions of polyurethane foam to insure safe, silent operation.

*Sway Blocks:* Every compartment equipped with 3 sway blocks adjustable every inch to provide instant working "V" at any point.

*Base:* Equipped with screw-type adjustable leveling domes.

*Construction:* Prime furniture steel throughout.

*Colors:* #50 Grey, #52 Light Grey, #60 Olive Green, #62 Mist Green, #70 Desert Sage, #72 Light Desert Sage, #75 Beige, #80 Brown, #90 Black, or special colors to match if desired.

### FOR 5" x 3" CARDS:

*Capacity:* 2212 lineal filing inches or 276,500 cards.

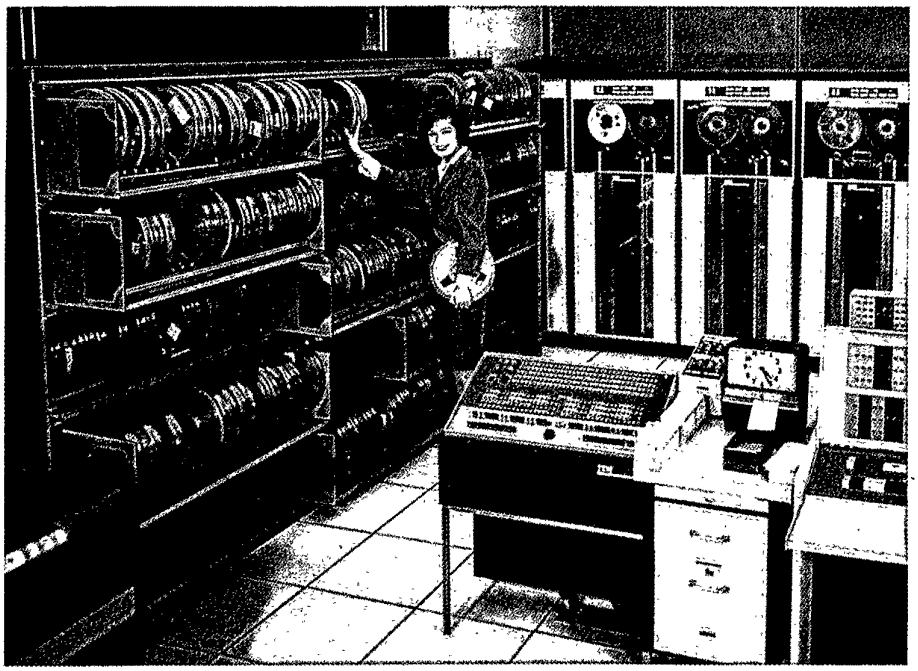
Same specifications as check file with these exceptions: Rear section cradles and stationary base section of outer cradles are subdivided into 7 compartments.

Middle and top storage levels in outer cradles consist of 6 individually mounted trays which roll to right or left within outer cradles.

*Note:* Both units available in 36" modules, if desired. Dimensions will be readily altered to accommodate special size media. Units may be had with removable trays at additional cost.

# *Conserv-a-file V for tape reel storage*

*Holds more reels in less floor space than any other tape storage equipment.*



Conserv-a-file V's 2-in-1 capacity solves the problem of floor space, increases efficiency and even makes the storage of tape reels within the immediate computer area now practical because floor space requirements are so minimal.

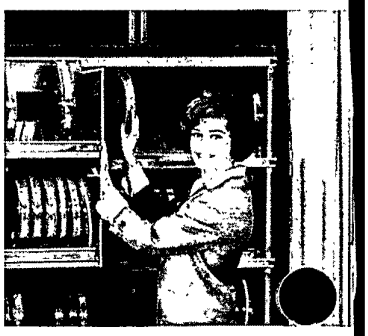
Though the initial cost of Conserv-a-file V is slightly higher than its least expensive competitor, its savings in floor space not only make up the difference, but enables the unit to pay for itself in a relatively short period of time. Making maximum use of a space approximately 28′ x 33′, the following example shows how Conserv-a-file V and its competitor stack up against each other.

| | *Conserv-a-file V* | *Competitor* |
|---|---|---|
| Area: | 896.3 sq. ft. | 939.3 sq. ft. |
| Reel Capacity:* | 18,900 | 14,976 |
| Equipment Cost: | $15,120.00 | $9,317.50 |
| Cost Per Reel: | $.80/reel | $.62/reel |
| Reels Capacity per sq. ft.: | 21.086 | 15.94 |
| Space cost per sq. ft.: | $.237 | $.313 |
| Savings per sq. ft.: | $.076 | None |

Difference of $.178 in equipment cost per reel ($.80 less $.622) is more than offset by annual savings of $.076 per sq. ft. offered by Conserv-a-file V. Difference is paid off in only 2.3 years and Conserv-a-file V continues to save $.076 per sq. ft. annually long after that.

*Based on use of 11½" x 1⅞₁₆" reels.

Clerk rolls aside outer cradle to obtain access to stationary storage rack in rear section.



# SPECIFICATIONS:

*Storage Racks:* Made of .11 gauge wire with full width label holders. There are no shelves in inner section. Racks fit into retaining slots in side panels of unit.

*Capacity of Racks:* For 36" module units – 21 reels (11½" x 1 7/16" size); for 42" module units – 25 reels (11½" x 1 7/16" size). Units to accommodate other size reels available on order.

Look how many reels a 6-tier Conserv-a-file V can store . . . and in such little space!

| | 36" Modules | approx. sq. ft. of floor space occupied | 42" Modules | approx. sq. ft. of floor space occupied |
|---|---|---|---|---|
| Capacity per rack | 21 reels | | 25 reels | |
| 3 modules capacity | 630 reels | 18 | 750 reels | 20 |
| 4 modules capacity | 882 reels | 24 | 1050 reels | 26 |
| 6 modules capacity | 1386 reels | 36 | 1650 reels | 42 |

*Note:* Units may be made to any length.

*Suspension System:* Suspension tracks of anodized aluminum. Anti-friction bearings have tires of space-age plastic that are practically impervious to wear. No metal to metal contact.

*Outer Cradles:* Fitted with retaining slots to hold storage racks. Ends of outer cradles cushioned with polyurethane foam to insure safe, silent operation.

*Print-Out Holders:* Special suspension folders to hold print outs are available. Shelves to contain print-out folders must be fitted with suspension bars.

*Base:* Equipped with screw-type leveling domes. No shims necessary.

*Construction:* Prime furniture steel throughout.

*Colors:* #50 Grey, #52 Light Grey, #60 Olive Green, #62 Mist Green, #70 Desert Sage, #72 Light Desert Sage, #75 Beige, #80 Brown, #90 Black or special colors to match if desired.

# DIMENSIONS:

*Depth:* 26".

*Width:* Available in 36" or 42" modules. Starting modules are 36¾" or 42¾"; additional modules are 36" or 42".

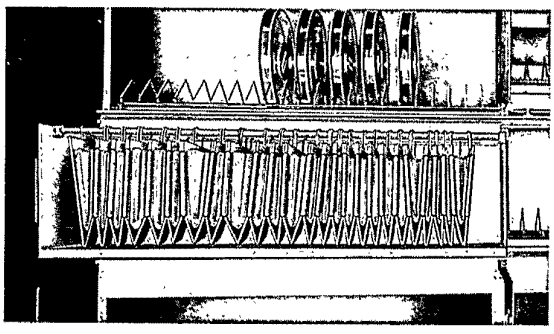
*Height:* 5-tier–75".
6-tier–89".

*Length:* Units may be made to any length.

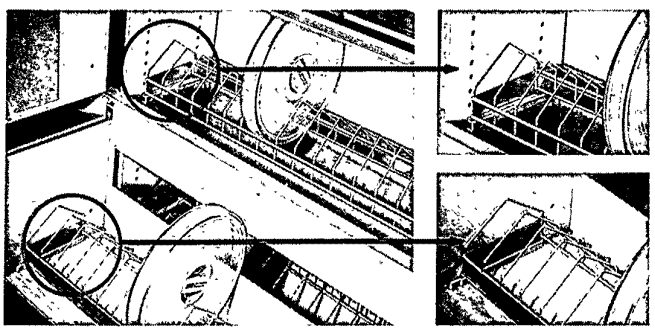
*Note:* Depth and height may be expanded or contracted to suit special needs.

Same unit can also accommodate print outs if desired.





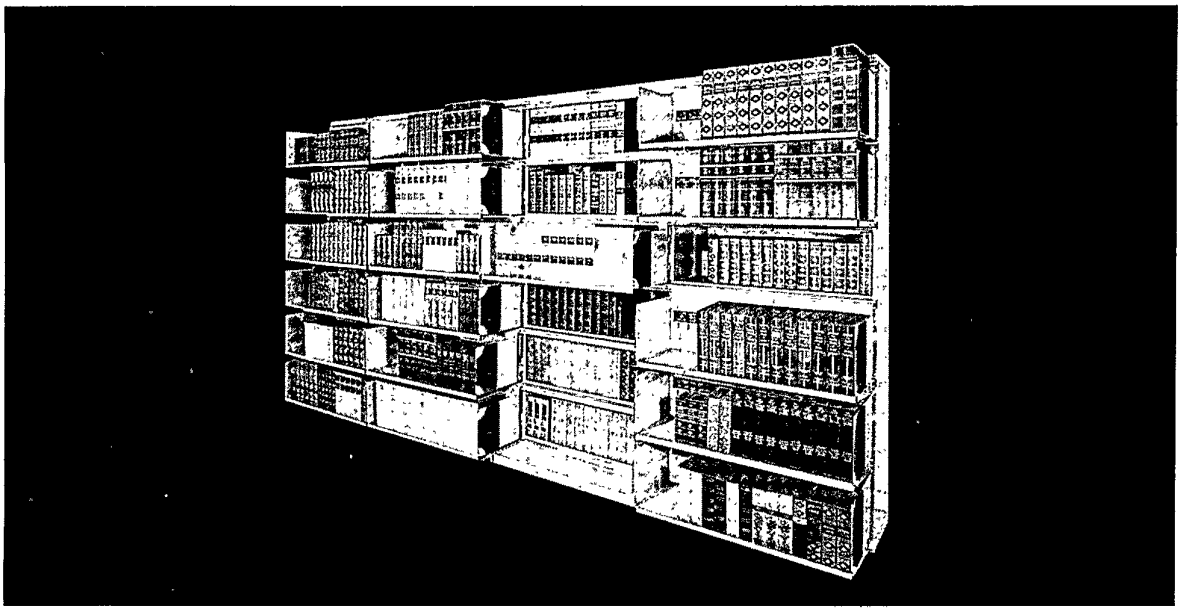
Racks fit into retaining slots of side panels of unit and of outer cradles thereby preventing racks from slipping about when tapes removed or replaced. Entire rack may be lifted out if desired.



# *Conserv-a-stack®* —

*a dramatic advance in library shelving.*

*Provides two rows of completely accessible library shelves in one!*



Conserv-a-stack saves space, increases capacity as no library storage equipment has ever done before. It's almost identical in construction to Conserv-a-file V for general filing except for its inner shelves which are stationary. Ideal for use in stack rooms of public and school libraries, and the libraries of law firms, stock brokerage houses, publishers, etc.

As with Conserv-a-file V, Conserv-a-stack is made to order to meet the needs of any installation. It can be made to any length and height from 5 to 9-tiers.

## SPECIFICATIONS:

*Closures:* Doors, locks, dust protectors of any type are custom designed and engineered to suit the particular needs of an installation.

*Suspension System — Outer Cradles:* Suspension tracks are made of anodized aluminum specially contoured to match the rollers of the cradles.

*Stability:* Conserv-a-stack has such a low center of gravity that it cannot tip even if all the outer shelves are loaded and the inner ones empty. No anchoring ever required. Screw-type leveling domes in the base make shims unnecessary.

*Safety and Silence:* The ends of the outer cradles are cushioned with polyurethane foam for silence and safety. No metal ends ever touch. Hands pushing one cradle cannot be injured even if the adjoining cradle is accidentally pushed against them.

*Anti-Friction Bearings:* All metal-to-metal contact is eliminated by employing anti-friction bearings equipped with tires of a space-age plastic. They're practically impervious to wear and reduce pull-out and lateral movement effort to ounces.

*Construction:* Conserv-a-stack is precision-manufactured of prime furniture steel.

## COLORS:

#50 Grey, #52 Light Grey, #60 Olive Green, #62 Mist Green, #70 Desert Sage, #72 Light Desert Sage, #75 Beige, #80 Brown, #90 Black or specially matched colors if desired.

## DIMENSIONS:

*Depth:* 22″

*Width:* Starting modules — 36¾″; additional modules — 36″.

*Height:* 5-tier-64″; 6-tier-76″; 7-tier-88″; 8-tier-100″; 9-tier-112″.

Depth and height may be expanded or contracted to suit special needs.

## SHELF DIMENSIONS:

10″ or 12″ deep; 36″ wide; special sizes available on order.

# *Conserv-a-file V– in use everywhere!*

## *Associations, Clubs, etc.*

Automobile Club of Maryland
Baltimore, Maryland

Union Pacific R.R.
Pocatello, Idaho

## *Educational Institutions*

Gonzaga University
Spokane, Washington

University of Illinois
Urbana, Illinois

University of Wisconsin
Madison, Wisconsin

## *Government Agencies*

DuPage County Court House
Wheaton, Illinois

Peoria County Court House
Peoria, Illinois

Department of Health
State of Idaho
Boise, Idaho

Veterans Administration
Washington, D.C.

## *Insurance Firms*

Imperial Insurance Company
Washington, D. C.



Weyerhaeuser Company
Pennsauken, New Jersey

## *Legal Firms*

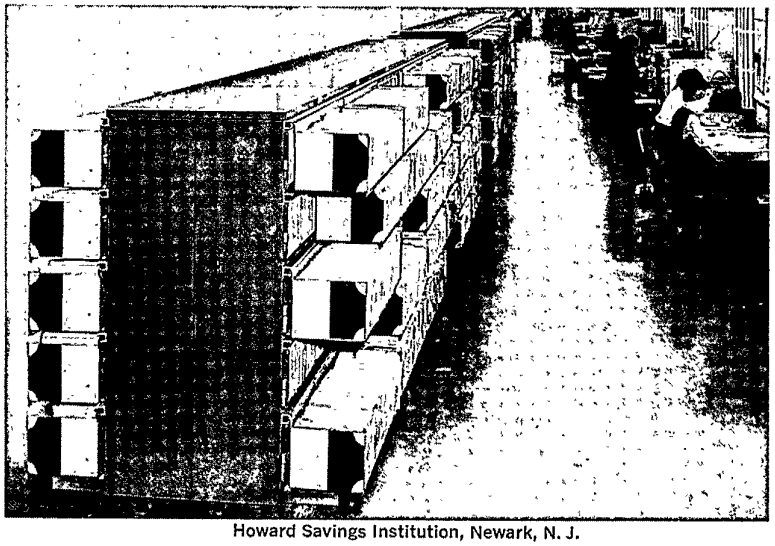
Arthur Young & Company
Denver, Colorado

Frost & Jacobs
Cincinnati, Ohio

Gaston, Snow, Motely & Holt
Boston, Massachusetts

Harron-Rickard & McCone Company
San Francisco, California

Selberman & Selberman
Birmingham, Alabama



Howard Savings Institution, Newark, N. J.

## *Financial Institutions*

Federal Reserve Bank
New York, New York

First National Bank
Boston, Massachusetts

First National Bank
Memphis, Tennessee

Guarantee Savings & Loan
Birmingham, Alabama

Howard Savings Institution
Newark, New Jersey

Lincoln First Federal Savings & Loan
Spokane, Washington

Protective Mutual Insurance Company
Chicago, Illinois

## *Manufacturing Firms*

Bama Company
Birmingham, Alabama

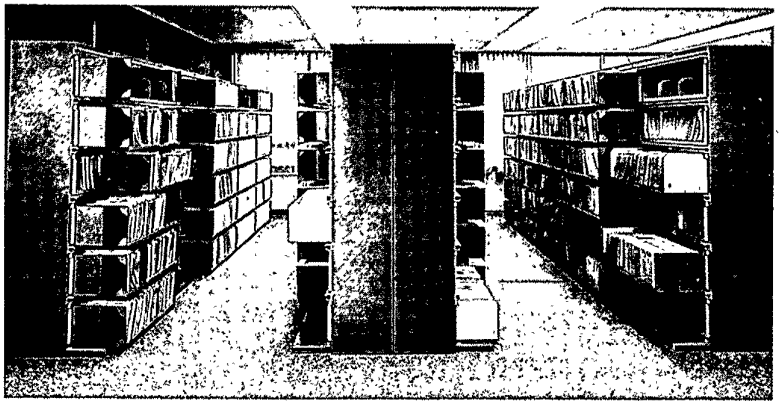
Bufkor, Incorporated
Buffalo, New York

Butler Manufacturing Company
Minneapolis, Minnesota

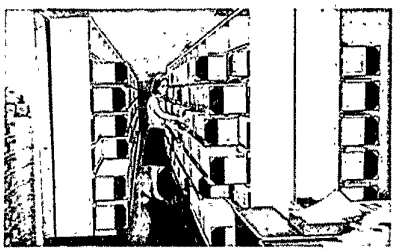
Electrolux Corporation
New York, New York

Esso Research & Engineering
Linden, New Jersey

continued on next page



Protective Mutual Insurance Co., Chicago, Illinois



Fairchild Publications, New York, N. Y.

## *Manufacturing Firms, continued*

Ford Motor Company
Detroit, Michigan

General Electric Company
Lynn, Massachusetts

Goodyear Tire & Rubber
Akron, Ohio

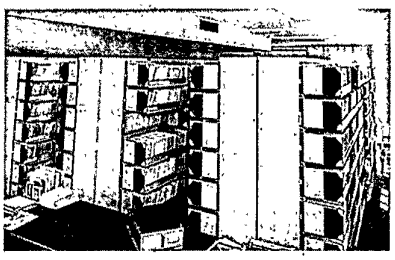
Humble Oil & Refining Company
Lafayette, Louisiana

Mallinckrodt Chemical Works
New York, New York

Rand-McNally Company
Chicago, Illinois

Saran Pipe Line Company
Ferndale, Michigan

Sargent Company
New Haven, Connecticut



Newsweek Magazine, New York, N. Y.

## *Manufacturing Firms, continued*

Shell Oil Company
Houston, Texas

Stanley Tools
New Britain, Connecticut



Smith, Barney & Company, Incorporated, New York, N. Y.

Weyerhaeuser Company
Pennsauken, New Jersey

## *Medical Institutions*

Blue Cross - Blue Shield
Wilmington, Delaware

El Paso Orthopedic Surgery Group
El Paso, Texas

Holy Family Hospital
Spokane, Washington

Memorial Hospital & Clinic
Warren, Ohio

## *Medical Institutions, continued*

Morristown Memorial Hospital
Morristown, New Jersey

Twin Falls Clinic & Hospital
Twin Falls, Idaho

## *Investment Firms*

A. G. Becker & Company
Chicago, Illinois

Smith, Barney & Company, Inc.
New York, New York

## *Publishing Firms*

Fairchild Publications
New York, New York

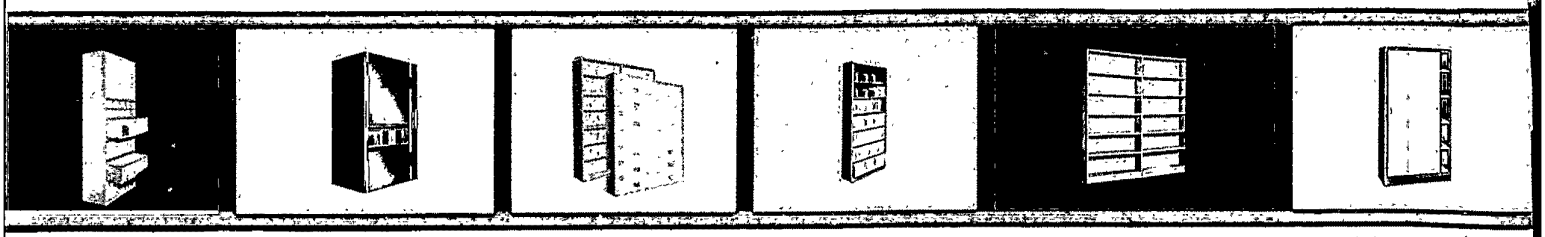
Management Publishing Group
Greenwich, Connecticut

Newsweek
New York, New York


SUPREME

Supreme Steel Equipment Corp., 50th Street & Second Ave., Brooklyn, N. Y. 11232

World's leading manufacturer of time and space-saving filing equipment and systems.
Dealers in principal cities throughout the U. S.



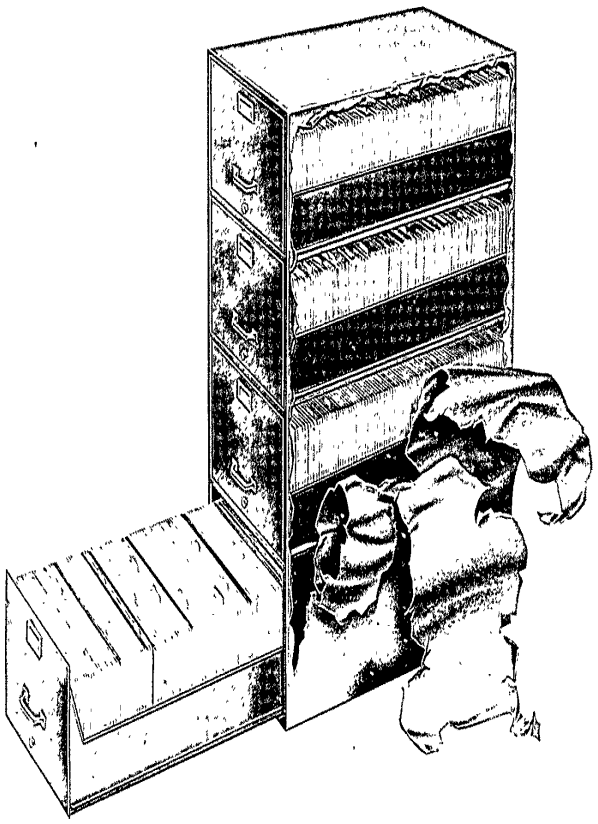
Roll Out Conserv-a-file® | Conserv-a-matic® | Conserv-a-file® | Conserv-a-tier® | Library Shelving | Cabinets



# SUPREME STEEL PRESENTS THE HISTORY OF CONSERV-A-FILE V® THE MOST IMPORTANT ADVANCE IN FILING EQUIPMENT

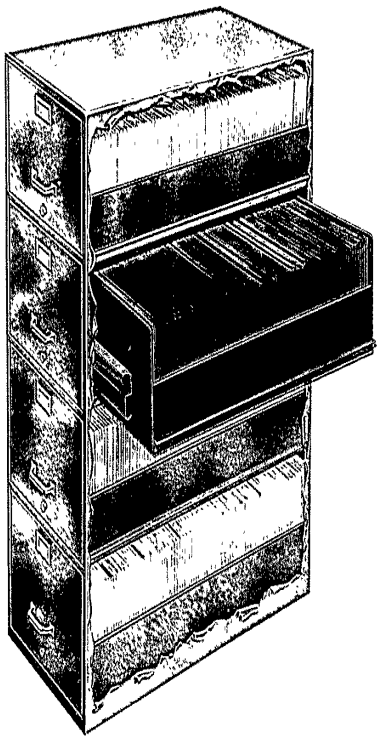
Supreme Steel Equipment Corp.

# We ripped the side off a conventional file...



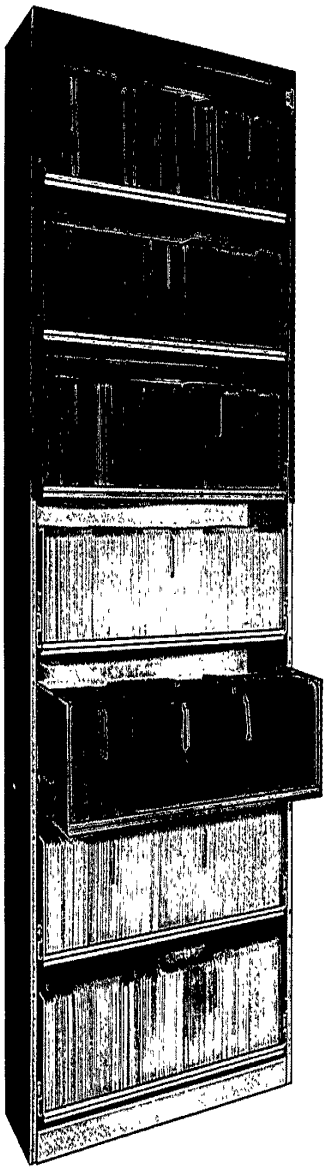
©1964, SSEC

Put a unique suspension system on each drawer to make it roll out sideways, so that all records could be exposed in half the aisle space normally needed.



We removed the front panel of the drawers to make records more visible and accessible, made the drawers longer and built the unit higher so it could hold as much as 2½ conventional files in half the floor space.

We called it Roll Out Conserv-a-file®*.

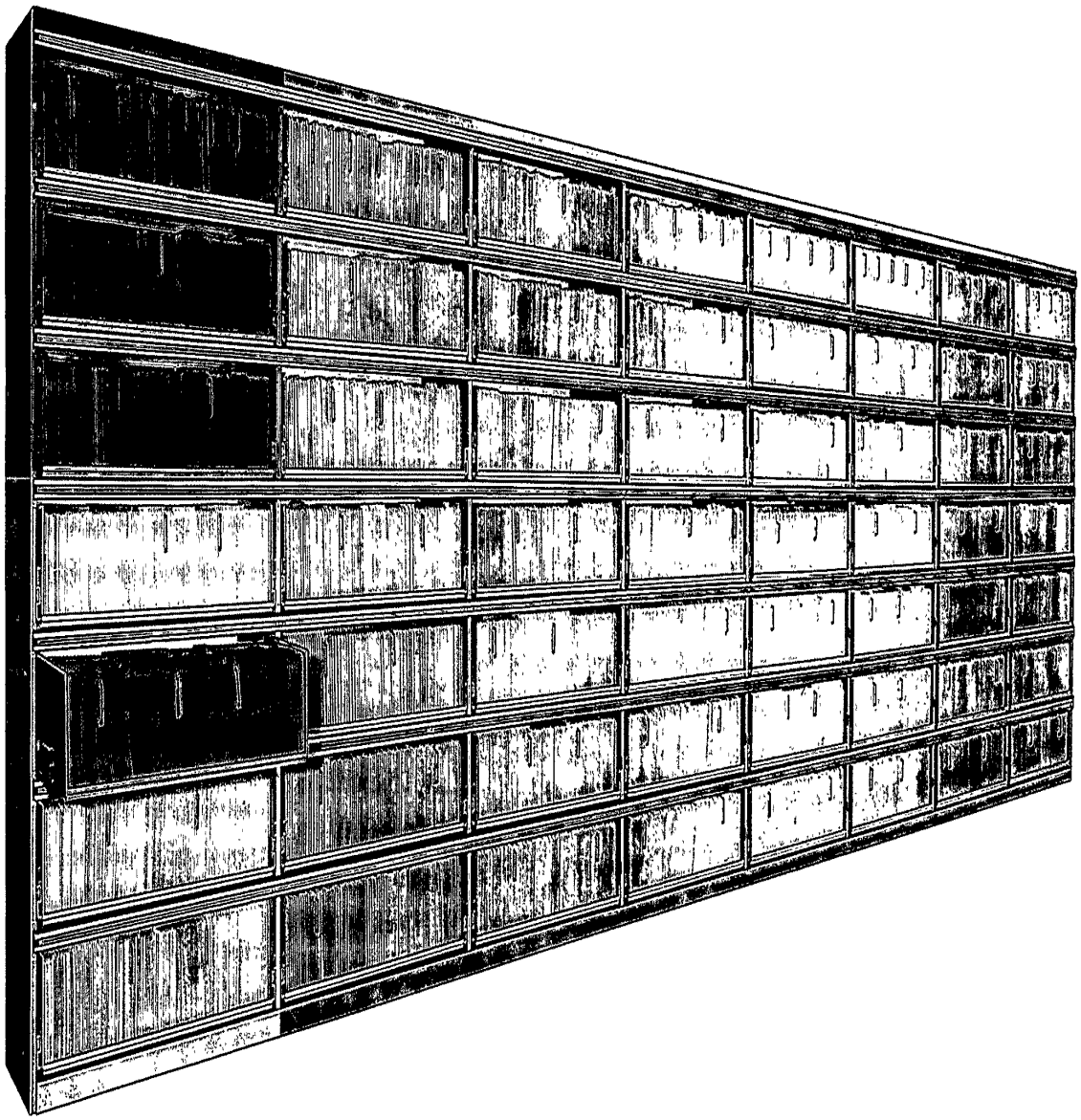


*Pat. Off. #3095250

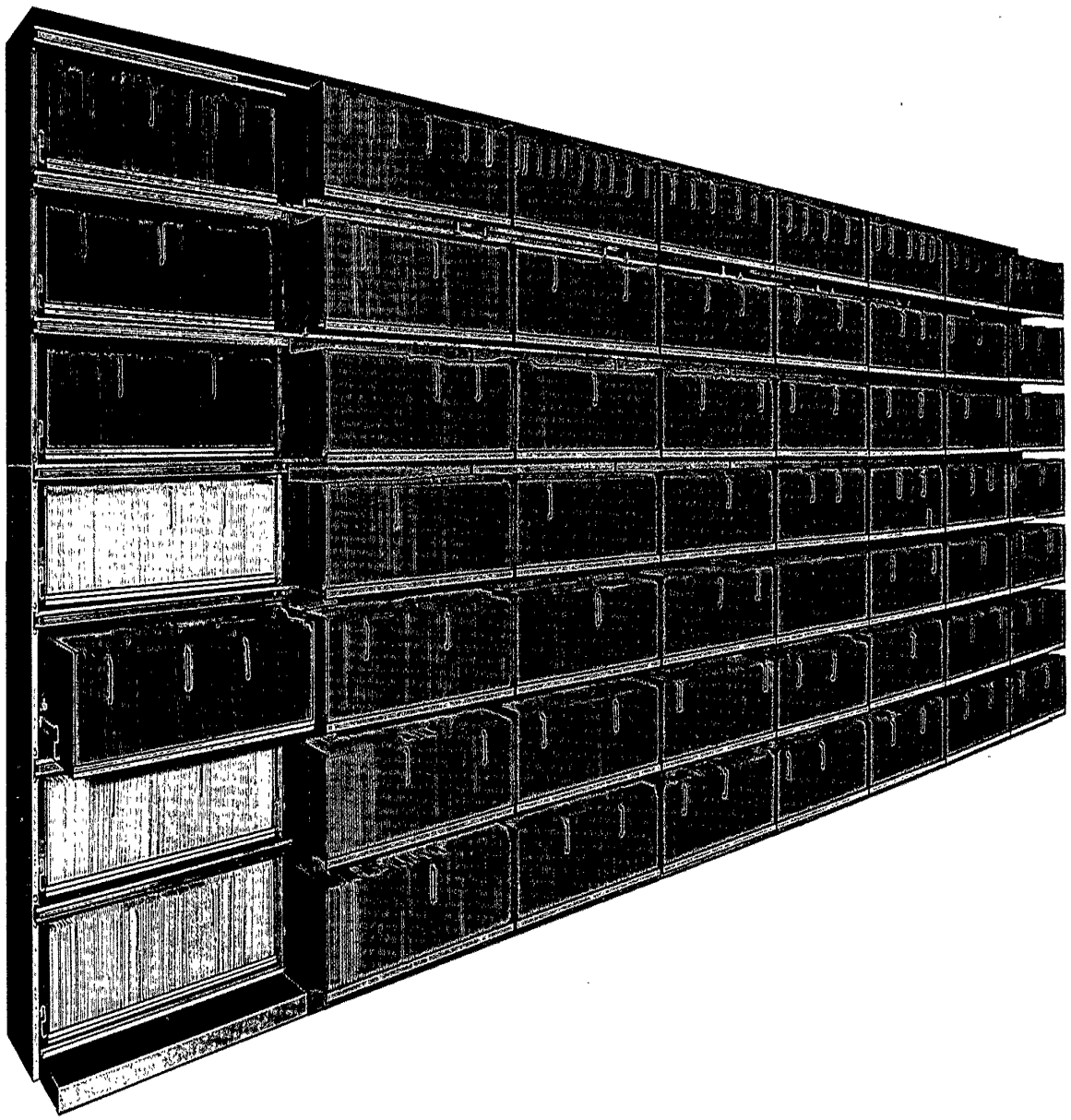
# We then took a row of Roll Outs...



# Put anodized aluminum tracks across the front of the entire row...

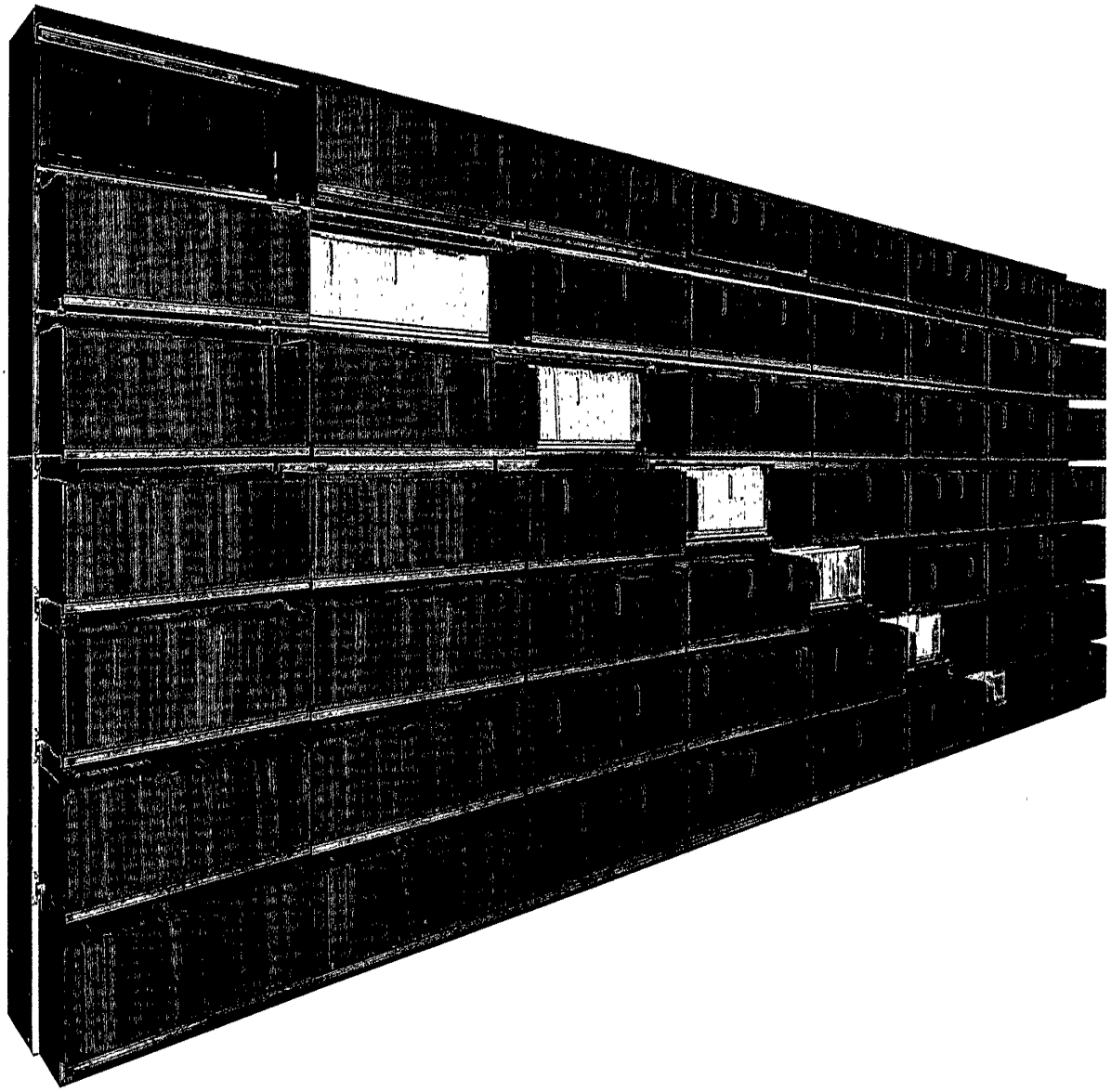


And on each track we mounted outer cradles in front of all but one section, so that the outer cradles can be rolled one section's width to the left or right.



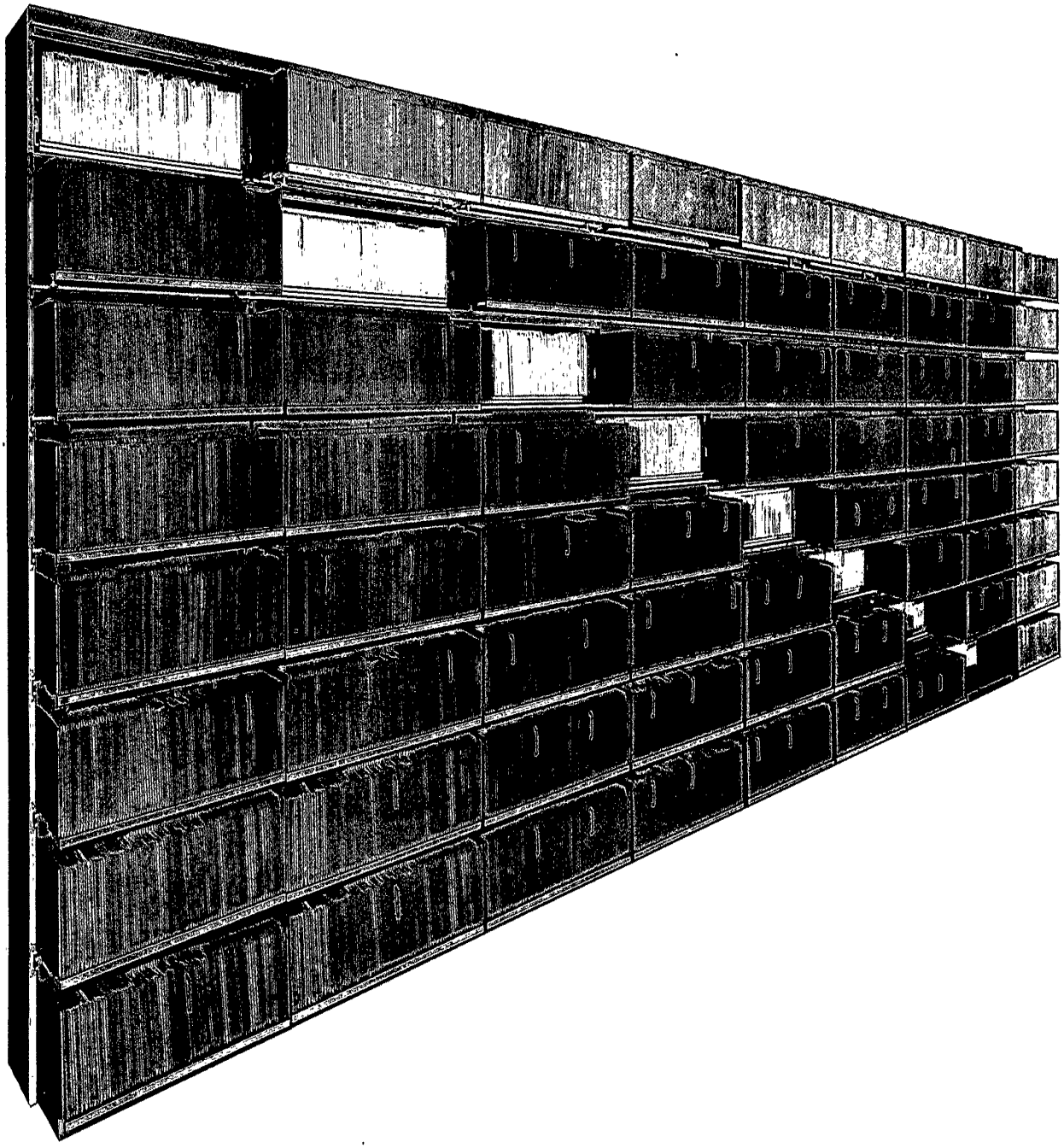
# Moving the outer cradles laterally provides access to the inner files which roll out. We now have two rows of completely accessible files in one, in the depth of a conventional drawer file.

# We called this unit Conserv-a-file V.



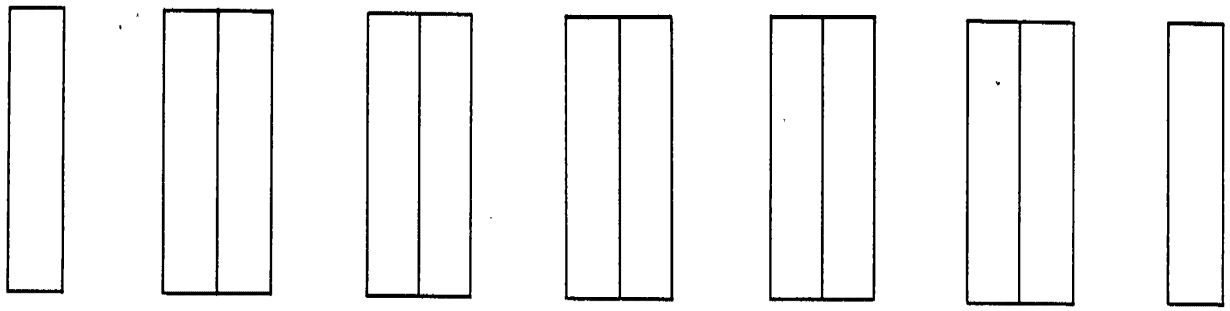
The momentum in moving one outer cradle is automatically transmitted to the cradle next to it through compressible polyurethane pads. This, with Supreme's unique suspension system, enables an entire outer row of cradles to be moved with less effort than it takes to pull out a conventional file drawer.

# Conserv-a-file V is designed and engineered to meet the needs of any installation. It can be made to any length - and height from five to nine tiers.

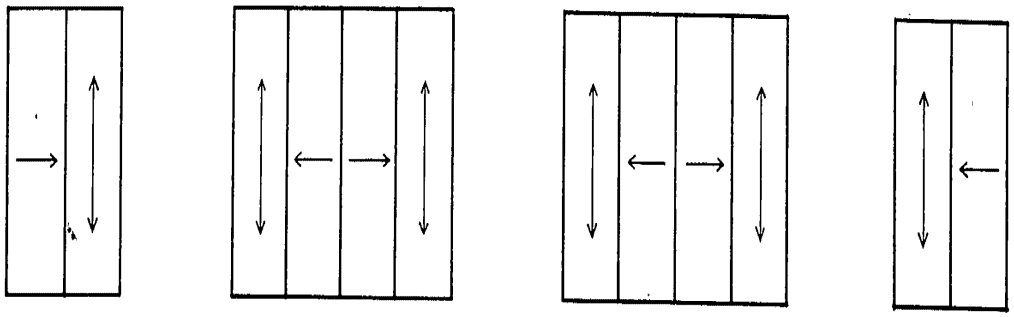


# Because Conserv-a-file V provides two rows of files in one, it eliminates the number of aisles formerly needed.

These 12 rows of shelf files must be serviced by 6 aisles.

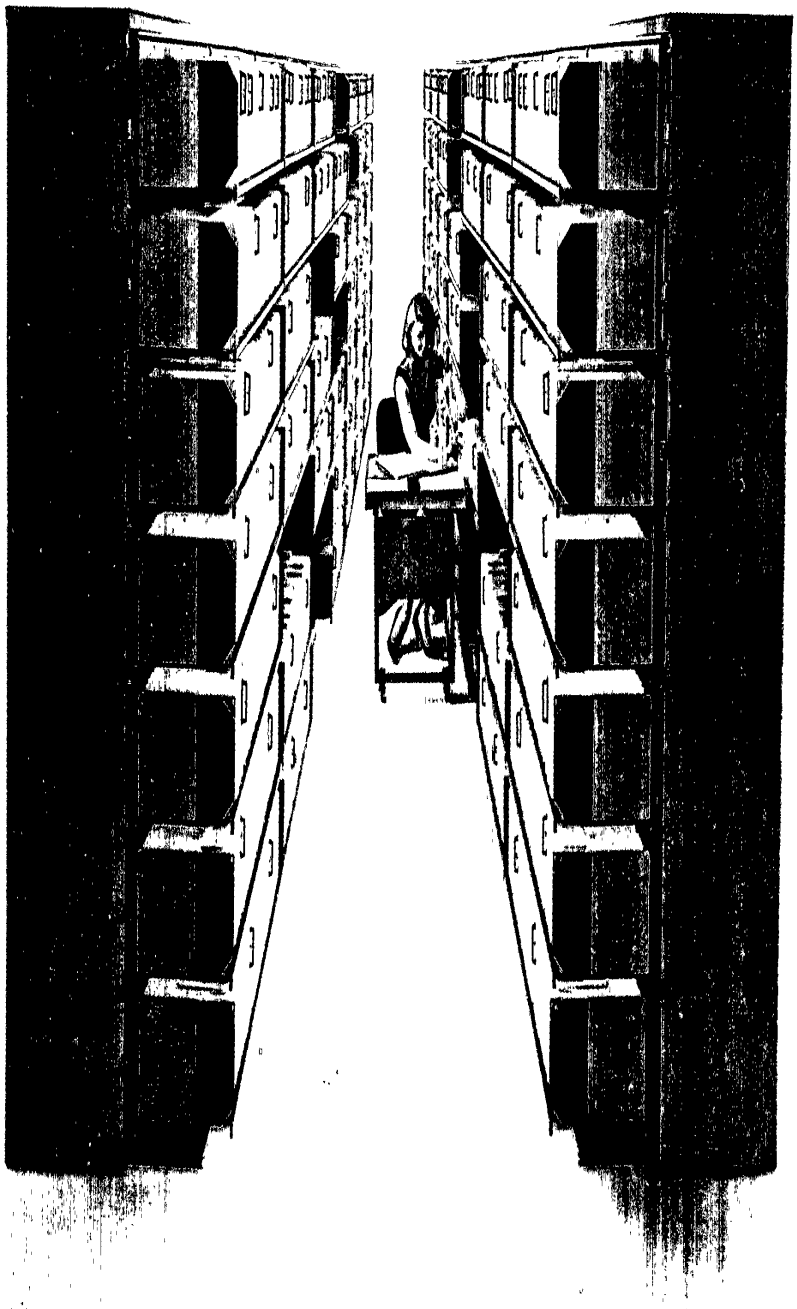


But 12 rows of Conserv-a-file V require only 3 aisles.



# In any given area, Conserv-a-file V holds 1½ to 3 times as many records as mechanized files, shelf files or drawer files.

Without moving, a clerk, working between two units, has the equivalent of 40 drawers of files at her fingertips. Since the file area is more compact, 85% of the walking and much of the other filing motions are eliminated. Speed and efficiency are thus greatly increased.

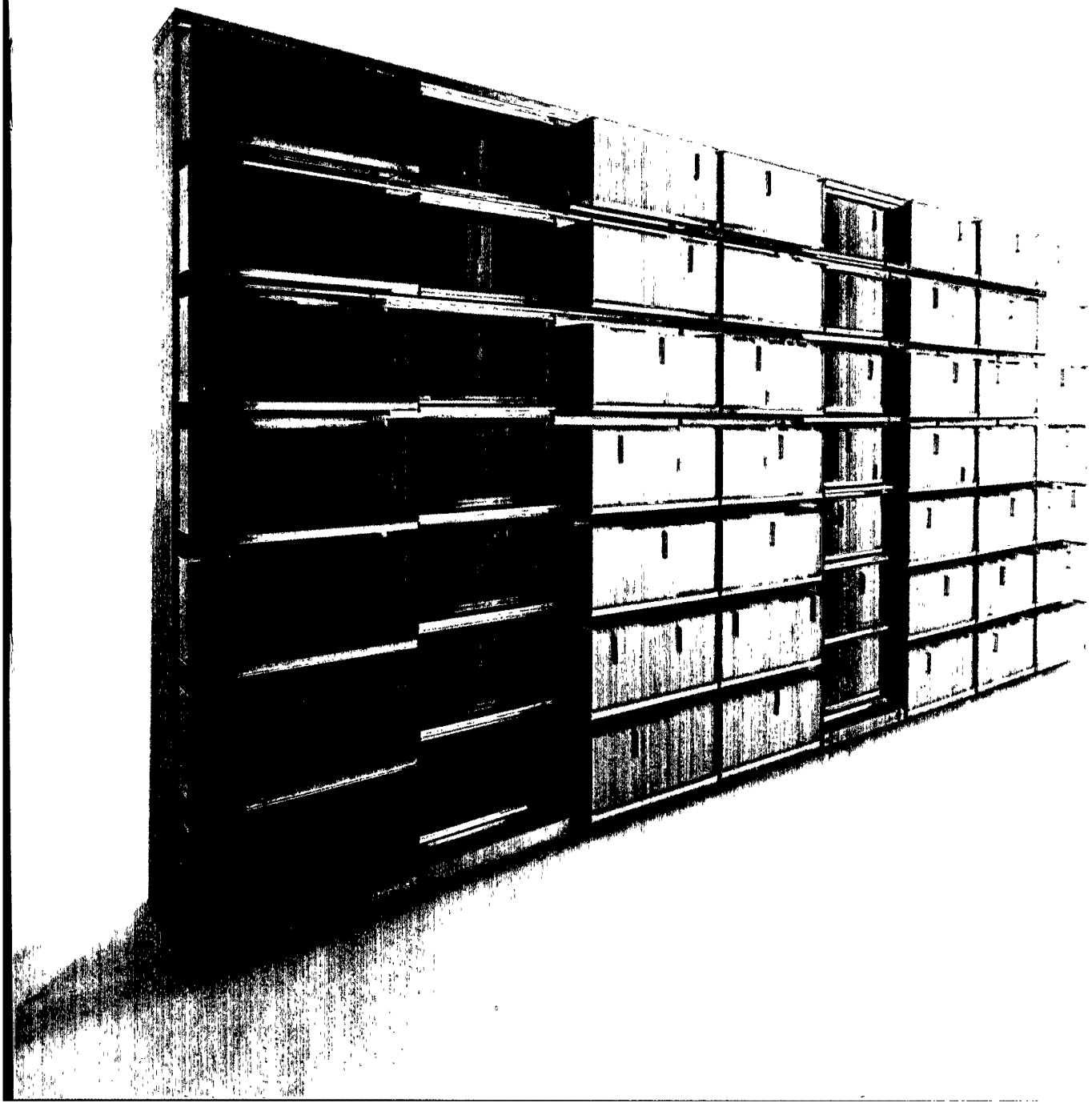


Using a conventional drawer file, one cannot file above eye level. Because its records are exposed from the top and side, Conserv-a-file V allows filing to the furthest point the eye can see and the hand can reach. Its maximum accessibility permits records to be located faster, returned faster.



Over 50% of all the records in the unit are accessible all the time. Any one inner file cradle, or all of them in a section, can be exposed.

In long installations, lateral movement of the outer cradles may be stopped at whatever points are desired, and any outer cradles may be omitted, if desired.







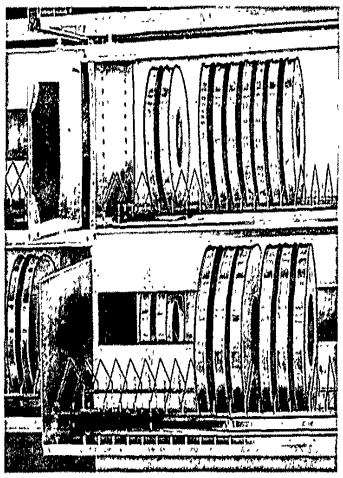
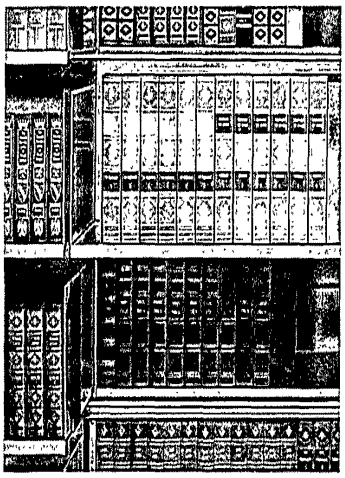
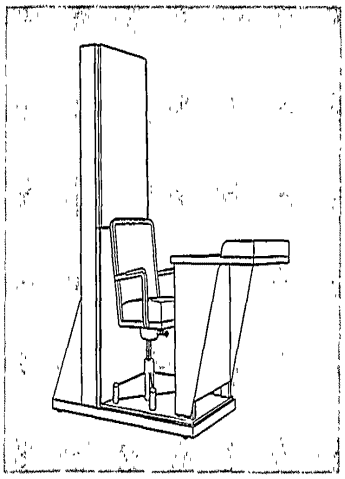
Its enormous ease of operation allows a clerk to roll aside four rows of outer cradles (equivalent to 7 four-drawer file cabinets) in just one motion.

Conserv-a-file V requires no records conversion and adapts to any filing system. The cradles of any unit can be made to take any folder, or any combination of folders, card trays, or special size media, if desired.



When files must be installed against the wall, it provides virtually the only means to increase filing capacity. It utilizes space usually lost by alcoves and can even surround a post.



Because Conserv-a-file V is custom designed and engineered, it is adaptable to any kind of filing requirement. There are specially engineered Conserv-a-file V's to accommodate the filing requirements of tape reel and library storage. A motorized filing desk capable of simultaneous vertical and horizontal movement is available. It brings the clerk and her work station to any height and section of the unit in seconds, resulting in a remarkable increase in filing speed and efficiency.

## GENERAL SPECIFICATIONS:

CLOSURES: Doors, locks, dust protectors of any type are custom designed and engineered to suit the particular needs of an installation.

SUSPENSION SYSTEM — OUTER CRADLES: Suspension tracks are made of anodized aluminum specially contoured to match the rollers of the cradles.

SUSPENSION SYSTEM — INNER CRADLES: FS Suspension System: Equipped with 21-strand plastic coated airplane control cables. This unique method insures perfect tracking by eliminating the torque encountered when rolling out a conventional file drawer. The elimination of this wear factor adds to the life of the suspension system twenty fold over conventional file cabinets.

STABILITY: Conserv-a-file V cannot be tipped over even if all the outer cradles are full and the inner ones empty. No anchoring is ever necessary.

AISLE SPACE: Because Conserv-a-file V requires no drawer pull-out area, 30-inch or even 26-inch aisles are perfectly adequate.

SAFETY AND SILENCE: The ends of the outer cradles are cushioned with polyurethane foam for silence and safety. No metal ends ever touch. Hands pushing one cradle cannot be injured even if the adjoining cradle is accidentally rolled against them.

FLOOR LOAD FACTOR: As a consequence of a ratio of steel to content of approximately .75:1, as against a ratio of approximately 2.0:1 per lineal inch of content of conventional files, it is possible to increase the capacity within a given area without adding to the floor load.

ANTI-FRICTION BEARINGS: All metal-to-metal contact is eliminated by employing anti-friction bearings equipped with tires of a space-age plastic. They're practically impervious to wear and reduce pull-out and lateral movement effort to ounces.

LEVELING DOMES: The base of Conserv-a-file V is equipped with screw-type leveling domes, making shims unnecessary.

FILE CRADLE EQUIPMENT: Dividers, adjustable every two inches, are provided. Sway blocks, which provide an instant working "V" at any point, or hanging file folder frames, are also available. Special requirements to order.

CONSTRUCTION: Conserv-a-file V is precision-manufactured of prime furniture steel.

COLORS: Available in a variety of standard or specially matched colors if desired.

## DIMENSIONS:

DEPTH: Letter size — 29¾"; legal size — 35¾" (units with only stationary inner file shelves measure approximately 2" shallower in depth). Note: inner files can be made stationary if desired.

WIDTH: Starting modules — 36¾"; additional modules — 36". HEIGHT: 5-tier — 64"; 6-tier — 76"; 7-tier — 88"; 8-tier — 100"; 9-tier — 112". Depth and height may be contracted or expanded to suit special needs.

# Conserv-a-file V costs a lot less yet provides far greater capacity, space savings and efficiency than any other filing equipment.

SUPREME Supreme Steel Equipment Corp., Brooklyn, N. Y. 11232

World's leading manufacturers of time and space-saving filing equipment. Originators and manufacturers of Conserv-a-matic®, the first motorized shelf file; Conserv-a-tier®, adjustable shelf files; stationary shelf Conserv-a-file® and Roll Out Conserv-a-file ®. Dealers in principal cities throughout the U. S.

1145479-000 --- 66-HQ-2319 --- Section 178 (935437)

116 34244

841-6156-99

FD - 245 (REV. 4-13-60)

# U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

116 34244
SERIALIZATION NO.

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

Serials Nos.

Volume Number
Serials

SNAFU FA FOR 18-1803-8

1145479-000 --- 66-HQ-2319 --- Section 185 (935440)

FD - 245 (REV. 4-13-60)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

CLASSIFICATION NO.

# FEDERAL BUREAU

*of*

# INVESTIGATION

**Bureau File Number**

Volume Number

Serials

*See also Nos.*

66- 2319-185

SHAW WALKER 16-18848

1145479-000 --- 66-HQ-2319 --- Section 186 (935463)

4-596 (5-31-56)

(1) (1) holes punched here

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIL FILE)

105
16424-228

VENEZUELA

SECTION 1
SERIALS 1-100

# FEDERAL BUREAU

*of*

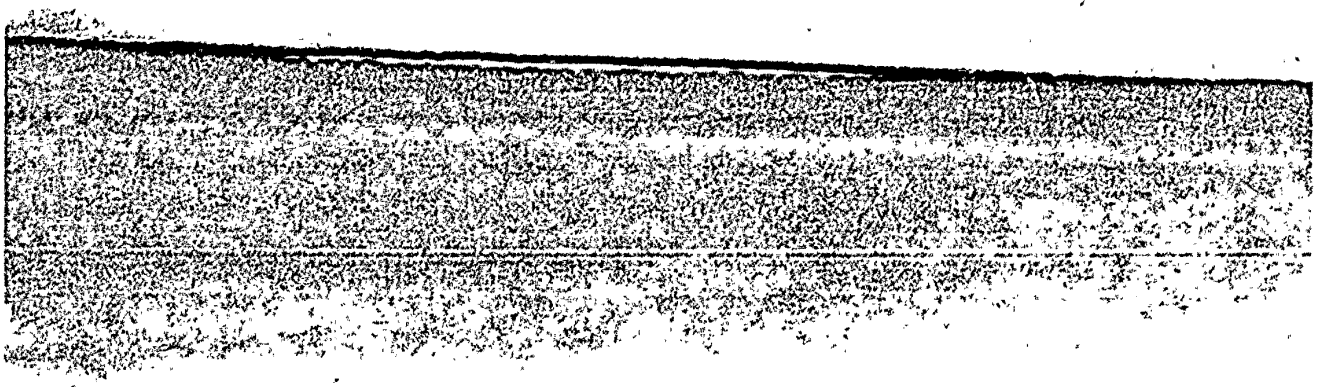
# INVESTIGATION

USE CARE IN HANDLING THIS FILE

Transfer-Call 421

SHAW-WALKER 16-13553

1145479-000 --- 66-HQ-2319 --- Section 190 (935466)



66-2314-19C

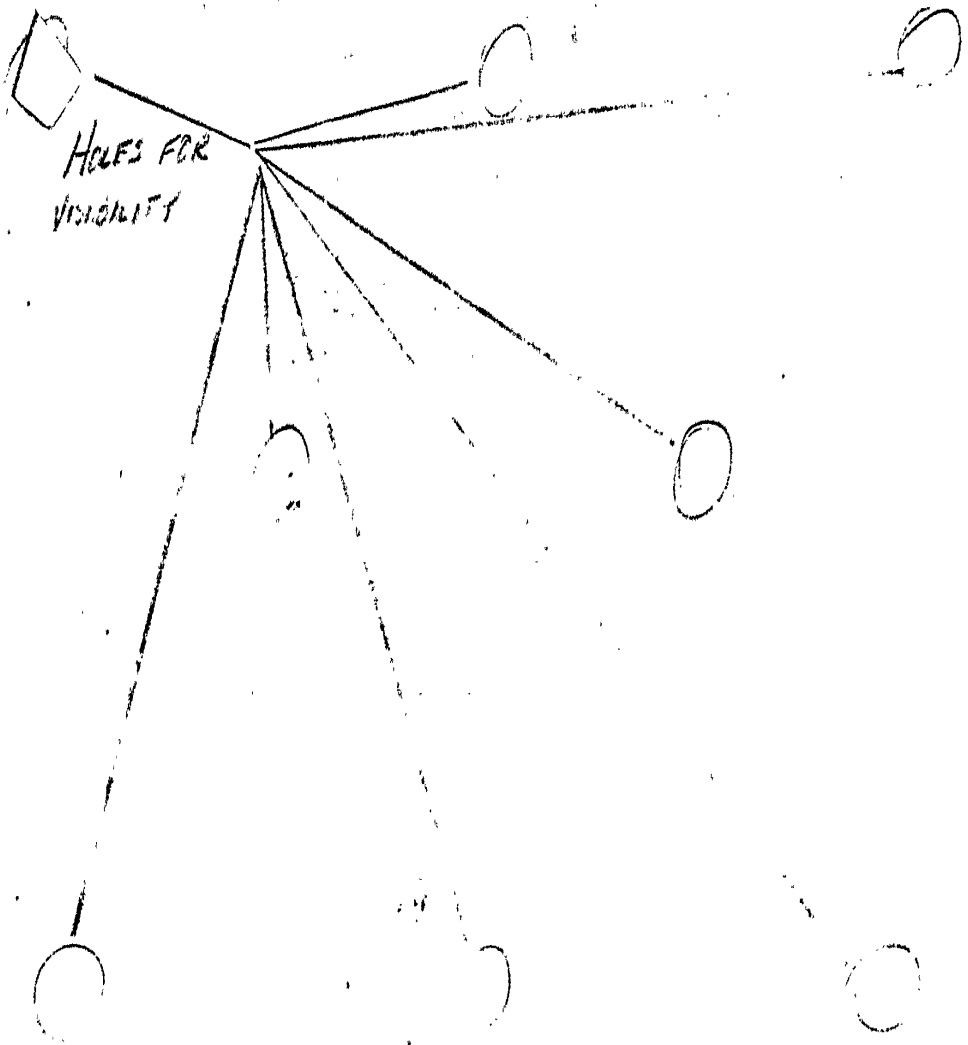
1145479-000 --- 66-HQ-2319 --- Section 198 (935478)

This Tab Removed + Placed on side → OUT

This is
Press bound Material To be used

66-2319-198

PRECISION FOLDER




OUT

NO EXPANSION - FLAT FILE

NO SCORING

OUT

1145479-000 --- 66-HQ-2319 --- Section 280 (935481)

6/14/77

TO: DIRECTOR, FBI(66-116065)
(ATTN: DOCUMENTS CLASSIFICATION OFFICER, FBIHQ)

FROM: BOSTON (66-4028)

Re FD 252, dated 6/14/77, of SA [redacted]

b6
b7C

Encs. 3

1145479-000 --- 66-HQ-2319 --- Section 372 (935484)

U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

# FEDERAL BUREAU

*of*

# INVESTIGATION

Bureau File Number

CLASSIFICATION NO.

Volume Number

Serials

See also Nos.

66-2319-372

FD-245 (REV. 1-21-80)

# U. S. Department of Justice

(MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE)

# FEDERAL BUREAU

# *of*

# INVESTIGATION

CLASSIFICATION NO.

Bureau File Number

AUXILIARY OFFICE FILE NUMBERS

Albany
Albuquerque
Alexandria
Anchorage
Atlanta
Baltimore
Birmingham
Boston
Buffalo
Butte
Charlotte
Chicago
Cincinnati
Cleveland
Columbia
Dallas
Denver
Detroit
El Paso
Honolulu
Houston
Indianapolis
Jackson
Jacksonville
Kansas City
Knoxville
Las Vegas
Little Rock
Los Angeles
Louisville
Memphis
Miami
Milwaukee
Minneapolis
Mobile
Newark
New Haven
New Orleans
New York City
Norfolk
Oklahoma City
Omaha
Philadelphia
Phoenix
Pittsburgh
Portland
Richmond
Sacramento
St. Louis
Salt Lake City
San Antonio
San Diego
San Francisco
San Juan
Savannah
Seattle
Springfield
Tampa
Washington Field

Serials

Volume Number

See also Nos.